

Role Description

Collection Digitisation Officer

– MAAS Project

Cluster	Planning & Environment
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Programs & Engagement / Strategic Collections
Location	All MAAS Locations
Classification/Grade/Band	Clerk Grade 3/4
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	
Agency Website	maas.museum

Agency Overview

The Museum of Applied Arts and Sciences sits at the intersection of the arts, design, science and technology and plays a critical role in engaging communities with contemporary ideas and issues. Established in 1879, the museum includes the Powerhouse Museum, Sydney Observatory and the Museums Discovery Centre. The Museum is custodian to over half a million objects of national and international significance and is considered one of the finest and most diverse collections in Australia.

Primary purpose of the role

The MAAS Project is the relocation of the Powerhouse Museum and part of a wider government project for the creation of a new arts and cultural precinct in western Sydney.

The Collection Digitisation Officer (MAAS Project) creates high quality digital records of collection items using a range of photographic/imaging/video equipment and associated software. Digital assets produced will deliver electronic access to the collections and support long term preservation of the digital collection.

The Collection Digitisation Officer (MAAS Project) facilitates the delivery of digital imaging, video and photographic services as part of the Collection Relocation and Logistics Project.

Key accountabilities

- Use a range of professional capture devices, and associated software applications to produce high quality digital images of collection items, ensuring that technical specifications, service standards and business targets are met.
- Process, colour manage, name and create preservation master and derivative image files in line with established MAAS standards and specifications.

- Work with digitisation team to ensure best practice is used to maintain quality and compliance with MAAS technical and visual identity standards
- Use workflow tools to facilitate quality assurance and ingestion of files into the MAAS Digital Asset Management System (DAMS)
- Maintain technical knowledge of developments in photography, video and digital imaging to enhance skills, enable effective operation and identify opportunities to improve existing processes
- Contribute to project management by maintaining accurate up to date records and deliver clear and timely reporting

General Requirements

- Work in an interdisciplinary manner across project teams and Museum initiatives
- Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, ensuring all areas under supervision are monitored for WH&S risks and hazards and are reviewed regularly.

Key challenges

- Producing digital records from items held in the MAAS collection which meet quality requirements within project time frames.
- Handling a diverse range of fragile, rare and valuable items in accordance with security and conservation guidelines while maintaining throughput and quality requirements.
- Maintaining an awareness of changes in technology relevant to photographic, video and imaging services and the ability to adapt work practices to improve quality and throughput targets.
- Working collaboratively with Museum staff who are physically distributed across sites.

Key relationships

Who	Why
Internal	
<ul style="list-style-type: none"> • Collection Digitisation Manager 	<ul style="list-style-type: none"> • To seek advice, receive overall direction and information • To convey information and discuss project issues and services
<ul style="list-style-type: none"> • Collection Digitisation Coordinator 	<ul style="list-style-type: none"> • To seek and provide advice, receive direction and information • Liaise regarding workloads and workflows, scheduling and improvements to procedures and processing methods
<ul style="list-style-type: none"> • Team Members 	<ul style="list-style-type: none"> • Schedule and share resources, manage deadlines, coordinate workflows and standardise methodologies • To share information, promote teamwork, resolve issues, agree on priorities

- Participate in Project Reference Groups and contribute digitisation and imaging subject matter expertise

External

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| • Vendors, service providers and consultants | • Provide subject matter information to outsourced digitisation projects and photographic assignments |
| • MAAS Visitors | • Representing MAAS and its activities and policies |
| • Professional Colleagues | • To share information in areas such as service and technical developments |

Role dimensions

Decision making

This role:

- Applies technical and creative expertise to photography, imaging and video post processing, quality control and the handling of resultant files.
- Understands and meets handling and preservation requirements of all items being photographed, videoed and imaged.
- Schedules and negotiates daily priorities, materials to be digitised and the use of studio resources to meet specific digitisation project and collection timelines.
- Seeks guidance from the Collection Digitisation Coordinator before taking decisions on more complex and/or difficult matters.
- Recommends improvements to processing methods and workflows and provides advice to Collection Digitisation Coordinator and Reference Groups.

Reporting line

- This role reports to the Collection Digitisation Coordinator, Strategic Collections

Direct reports

- N/A

Budget/Expenditure

- N/A

Essential Requirements





- Relevant technical qualifications and experience covering archival and documentary photography/imaging/video of heritage materials using professional photographic, video and scanning equipment.
- Experience with colour management, digital files, metadata and using capture and processing software on both Windows and Macintosh platforms.
- Well-developed manual dexterity with attention to detail, normal colour vision and with a broad understanding of the issues relating to the handling of items in cultural collections.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability Level		Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> Support a culture of quality customer service in the organisation Demonstrate a thorough knowledge of the services provided and relay to customers Identify and respond quickly to customer needs Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Co-operate across work areas to improve outcomes for customers
Results Plan and prioritise	Intermediate	<ul style="list-style-type: none"> Understand the team/unit objectives and align operational activities accordingly Initiate, and develop team goals and plans and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals Accommodate and respond with initiative to changing priorities and operating environments
Results Think and solve problems	Intermediate	<ul style="list-style-type: none"> Research and analyse information and make recommendations based on relevant evidence Identify issues that may hinder completion of tasks and find appropriate solutions Be willing to seek out input from others and share own ideas to achieve best outcomes Identify ways to improve systems or processes which are used by the team/unit

Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
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