Role Description
Editor, Publishing

Cluster	Enterprise Investment and Trade
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Strategy & Operations
Classification/Grade/Band	Clerk Grade 5/6
ANZSCO Code	212412
PCAT Code	1119192
Date of Approval	27 October 2021
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 1881, the museum includes the Powerhouse Ultimo, Sydney Observatory, and Powerhouse Castle Hill and will expand to include the museum's new flagship – Powerhouse Parramatta. The Museum is the custodian of over half a million objects of national and international significance and is considered one of Australia's finest and most diverse collections.

The Museum of Applied Arts and Sciences is undertaking a landmark renewal program which includes the creation of Powerhouse Parramatta, the largest cultural infrastructure project since the Sydney Opera House; the expansion of the Museum's Discovery Centre, Powerhouse Castle Hill which includes expanded storage and new research and public facilities and the renewal of the iconic Powerhouse Museum in Ultimo.

Primary purpose of the role

The Editor, Publishing is responsible for providing high-quality, timely and accurate publishing and editorial services for a wide range of print, digital and online Powerhouse products for hard copy and electronic dissemination such as public programming, exhibition related materials, catalogues, guidebooks, brochures, monographs, and educational, promotional, operational and corporate materials.

Key accountabilities

- Deliver high quality, accessible and engaging interpretation strategies, communication briefs, publishing proposals and text for exhibitions, print, digital and online materials consistent with the Museum's Strategic Plan to contribute to and ensure effective communication with museum audiences.
- Contribute to the development and publication of public and educational programming, research publications, exhibition related materials, catalogues, guidebooks, brochures, monographs, and promotional, operational and corporate materials for hard copy and electronic dissemination.

- Provide technical and project management expertise to ensure budgets, schedules, contract and office administration meet all necessary requirements and approvals.
- Provide information and guidance to stakeholders on publishing and editorial requirements including making recommendations to support project planning and decision making across the organisation.
- Consult with external stakeholders, including cultural institutions, government departments and other organisations to advocate for Powerhouse, to develop business networks and to build awareness of the Powerhouse exhibition program and collections.
- Contribute to continuous improvement within the team including the review of editorial and publishing guidelines and standard to support consistency in communications

General Requirements

- Work in an interdisciplinary manner across project teams and Museum initiatives and contribute to the conceptualisation and realisation of Powerhouse's vision, mission and strategic direction.
- 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
- Ensure Powerhouse is positioned as the leading museum of applied arts and sciences

Key challenges

- Efficiently manage multiple projects within budget and on time and ensure effective and efficient use of resources.
- Working collaboratively with Powerhouse staff who are physically distributed across sites.

Key relationships

Who	Why
Internal	
Publishing Manager	Receive overall direction and instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed
Creative Director, Sydney Design Week / Editorial & Publishing	Receive overall direction and instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed
Production, Curatorial & Strategic Collections teams	Participate in discussions and decisions and share information; works collaboratively to ensure an integrated organisation approach
Programs and Communications Teams	Working collaboratively to ensure excellence in delivery of programs, exhibitions and initiatives
External	
Contract designers, technicians, contractors, consultants, illustrators, authors, editors	Contact to provide and gather information; resolve issues and manage the provisions of services to ensure compliance with contracts and service agreements and

	statutory requirements
Powerhouse visitors	Representing Powerhouse and its activities and policies

Role dimensions

Decision making
- Is accountable for the delivery of editorial and publishing services working within approved plans, briefs, budget and quality standards
- Refers to Publishing Manager for decisions requiring significant change, project outcomes or timeframes; are likely to escalate and create contentious precedent; require a high administrative or financial delegation; or submission to Executive.

Reporting line
Publishing Manager

Direct reports
Nil

Budget/Expenditure
Nil

Essential requirements

- Tertiary qualifications in one or more fields: communications, journalism, arts, history, sciences or museum studies
- Excellent written and oral communication, editorial, and research skills with a demonstrated understanding of the principles of plain English and inclusive language
- Demonstrated experience in editing for website and digital platforms
- Demonstrated experience in the development of text for exhibitions and publications and an understanding of changing editorial practices, exhibition and publishing trends
- High level understanding of design and print production principles and processes and the ability to brief designers and printers on design and product requirements
- Demonstrated organisational and project management skills and proven ability to project manage several simultaneous projects, prioritise a diverse workload, determine and manage project budgets, and ensure each project meets deadlines and quality standards
- Demonstrated ability to work collaboratively with internal and external stakeholders with high level negotiation and interpersonal skills; and demonstrated ability to work independently and to proactively identify and resolve issues

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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	**Intermediate**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	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	Intermediate	• Adapt existing skills to new situations • Show commitment to achieving work goals

Manage Self		• 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 Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Business Enablers Project Management	Intermediate	• Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans