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| **Cluster** | Premier and Cabinet |
| **Agency** | Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Production / Workshop  |
| **Location** | All MAAS Sites |
| **Classification/Grade/Band** | Clerk Grade 3/4 |
| **ANZSCO Code** | 399311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | October 2020  |
| **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 Lighting Technician installs, configures, operates, and maintains lighting equipment to ensure the efficient and effective operation of visitor, program and event experiences across our venues, theatres, studios, exhibitions and public spaces.

**Key accountabilities**

1. Installation set up and operation of lighting equipment in exhibition spaces for exhibitions, productions and events.
2. Follow and create documentation such as lighting plans, patch sheets, cue lists and other technical documents as required.
3. Identify and problem solve lighting technical faults.
4. Provide advice and technical evaluations related to electrical requirements for exhibition design, installation, construction, modifications, maintenance and repairs, including running costs, employee and public safety issues.
5. Install, maintain, upgrade and repair electrical plant and equipment at all MAAS venues.
6. Ensure technical requirements are delivered safely, making WHS a high priority for all Production employees.
7. Properly store, clean and maintain equipment and keep all storage and workshop areas clean and tidy.

# 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 WHS risks and hazards and are reviewed regularly.

**Key challenges**

* Understand the lighting levels required to display various Objects within Conservation guidelines and practices
* Manage strict deadlines and competing time frames and projects
* Respond efficiently to changes or additional demands of the Exhibition as required

**Key relationships**

|  |  |
| --- | --- |
| Who | Why |
| **Internal** |  |
| Workshop Construction Coordinator | For direction regarding work  |
| Exhibitions Designer and Team | Work collaboratively, provide technical advice, participate in discussions and share information  |
| Exhibition Project Coordinator | Receive overall direction and instruction and guidance on Projects from as well as providing updates on key projects, issues and priorities |
| Conservation Team | Seek advice on light levels for individual Objects |
| Media Technologies | Work Collaboratively on Projects |
| Electrical and Mechanical Coordinator | Work Collaboratively on Projects  |
| **External** |  |
| Contractors | To resolve issues and coordinate the provision of services  |

**Role dimensions**

**Decision making**

This role:

* Accountable for installation of exhibition lighting and ongoing maintenance of electrical plant and equipment
* Refers to 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**

* Workshop Construction Coordinator

**Direct reports**

* Nil

**Budget/Expenditure**

This role does not have a budgetary delegation.

**Key Knowledge and Experience**

* Demonstrated experience in the operations and support lighting and media delivery systems in an exhibition or theatre environment.
* A broad and developed knowledge and understanding of lighting equipment and operation.
* Familiarity with and understanding of relevant computer systems and specialised software. The ability to use standard software and learn in house systems is also required.

**Essential Requirements**

* Construction White Card and Drivers Licence required.
* Physical capacity – This role requires that you have the physical capacity to install lighting equipment which may require climbing ladders, working at heights, operating hand tools and other related physical tasks.
* Elevated Work Platform licence (yellow card) preferred.
* National police check certificate for employment purposes

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | * Be willing to develop and apply new skills
* Show commitment to completing assigned work activities
* Look for opportunities to learn and develop
* Reflect on feedback from colleagues and stakeholders
 | Foundational |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | * Speak at the right pace and volume for diverse audiences
* Allow others time to speak
* Listen and ask questions to check understanding
* Explain things clearly using inclusive language
* Be aware of own body language and facial expressions
* Write in a way that is logical and easy to follow
* Use various communication channels to obtain and share information
 | Foundational |
| **Work Collaboratively**Collaborate with others and value their contribution | * Build a supportive and cooperative team environment
* Share information and learning across teams
* Acknowledge outcomes that were achieved by effective collaboration
* Engage other teams and units to share information and jointly solve issues and problems
* Support others in challenging situations
* Use collaboration tools, including digital technologies, to work with others
 | Intermediate |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | * Seek and apply specialist advice when required
* Complete work tasks within set budgets, timeframes and standards
* Take the initiative to progress and deliver own work and that of the team or unit
* Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
* Identify any barriers to achieving results and resolve these where possible
* Proactively change or adjust plans when needed
 | Intermediate |
| **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | * Ask questions to explore and understand issues and problems
* Find and check information needed to complete own work tasks
* Identify and inform supervisor of issues that may have an impact on completing tasks
* Escalate more complex issues and problems when these are identified
* Share ideas about ways to improve work tasks and solve problems
* Consider user needs when contributing to solutions and improvements
 | Foundational |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Foundational |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| Project Management | Understand and apply effective planning, coordination and control methods | Foundational |