

Role Description

Creative Producer - Pasifika



Cluster	Enterprise, Investment & Trade
Department/Agency	Australian Museum
Division/Branch/Unit	Museum Experience & Engagement/ Programming
Role number	5103952
Classification/Grade/Band	Clerk Grade 5/6
Senior executive work level standards	N/A
ANZSCO Code	212112
PCAT Code	1119192
Date of Approval	March 2023
Agency Website	https://australian.museum

Agency overview

Australian Museum (AM) is located on the homelands of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past, present.

The Australian Museum (AM) operating within the NSW Department of Enterprise, Investment & Trade cluster, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: *To ignite wonder, inspire debate and drive change.*

The AM vision is: *To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.*

For more information, visit the [website](#).

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities

Primary purpose of the role

The Creative Producer, Pasifika works with the AM's Programming team and in consultation with Pasifika staff to produce a suite of programs interpreting the AM's onsite exhibitions and Pasifika cultural collections.

The role will coordinate and produce the delivery of public programs which bring Pasifika voices to the fore. These programs will assist a broad range of AM visitors and audiences to engage with and expand their understanding of Pasifika people, science, history, and knowledge.

In consultation with the Manager Public Programs and Director First Nations, the Creative Producer will work alongside other Pasifika staff at the AM to learn, collaborate and develop/ share information/ contribute to broader planning work around broader AM First Nations strategic initiatives and programs.

Key accountabilities

- Research, plan, develop and deliver Pasifika public programs, events and written content to support AM exhibitions, cultural collections and relationships with Pasifika communities.
- Research and engage with contemporary Pasifika cultural practitioners, artists, presenters and other talent, to stay up to date with contemporary trends and audience preferences; from this develop a strong collection of program opportunities.
- Work closely with stakeholders including Pasifika artists, practitioners, Elders and AM colleagues to ensure quality program and event delivery within specified timeframes.
- Ensure all programs are accessible for diverse audiences and presented in a culturally appropriate manner.
- Under direction and allocation of the Manager Public Programs; oversee and manage an approved budget for each project.
- Develop event management documentation and follow processes which support smooth project delivery, including contracts, schedules, run sheets and briefing documents.
- Manage and maintain event and program records, including WH&S records such as risk assessments and Working with Children checks
- Evaluate and document project outcomes

Key challenges

- Creating a balanced, dynamic program that does not compromise individual or collective cultural integrity or the Museum's values, and meets the needs of divergent audiences
- Delivering programs on time and within budget, given logistical complexities and resource constraints.
- Ability to work on several simultaneous projects and manage competing deadlines

Key relationships

Internal

Who	Why
Manager, Programming	<ul style="list-style-type: none">• Collaborate with in the development of Pasifika programs; escalate issues and provide regular updates on program delivery and priorities; seek and receive guidance, direction, and feedback regarding work performance; ensure programs meet Programming strategic goals.
Creative Producers	<ul style="list-style-type: none">• Collaborate with colleagues in the development and delivery of programs
Exhibitions Team	<ul style="list-style-type: none">• Collaborate with to ensure Pasifika Programs are scheduled to complement the delivery of other Australian Museum exhibitions
First Nations Division	<ul style="list-style-type: none">• Collaborate with colleagues in the development of programs
Building Services and Venue Hire	<ul style="list-style-type: none">• Assist with logistics, booking, and preparation of venues and locations for program events
Visitor Services Team	<ul style="list-style-type: none">• Brief and manage to ensure smooth delivery of programs
Cultural collections, archives and materials conservation	<ul style="list-style-type: none">• Identify elements of the cultural collections suitable for incorporation into public programming, and the information associated with this material
Marketing Team	<ul style="list-style-type: none">• Liaise with to ensure program content and marketing is aligned with the interests of target audience segments

External

Who	Why
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Pasifika and diaspora communities	<ul style="list-style-type: none"> • Maintain effective working relationships; educate and collaborate in the expansion of the Museum's exhibition narrative • Work with community and organisations to co-develop programs that represent and deliver on priorities
External AM stakeholders and partnerships	<ul style="list-style-type: none"> • Maintain effective relationships and open channels of communication • Exchange information and respond to stakeholder enquiries • Working with artists, guest curators to develop and deliver arts and cultural programming

Role dimensions

Decision making

This role has autonomy and makes decisions under their direct control and refers to the team leader decisions that require significant change to outcomes or timeframes; are likely to escalate or require submission to a higher level of management. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

Reporting line

Manager, Programming

Direct reports

n/a

Budget/Expenditure

n/a

Key knowledge and experience

- Demonstrated experience in the cultural sector, planning and delivering public programs and initiatives
- Relevant tertiary qualifications or equivalent experience in Event Management, History, Culture, Art, or Science
- Experience in working closely with Pasifika artists, community groups and other stakeholders during development, planning and presentation stages of projects
- Maintenance of effective relationships with Elders, community, stakeholders and industry
- Strong written and verbal communication skills with the ability to liaise with a broad range of people

Essential requirements

- Pasifika (Pacific Islander) descent - is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977.
- Availability to work on weekends, public holidays and evenings when required.
- A valid NSW Working with Children clearance

Capabilities for the role

The [NSW public sector 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.


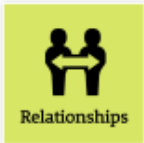
The capabilities are separated into focus capabilities and complementary capabilities.

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

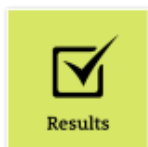
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	Adept
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<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 • Stay motivated when tasks become difficult 	Intermediate
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept

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

Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Understand the team and 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 affect the achievement of team and unit goals
- Accommodate and respond with initiative to changing priorities and operating environments

Intermediate

Project Management

Understand and apply effective planning, coordination and control methods





- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans

Intermediate

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.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational