# Role Description

# Mountmaker - Object Support Preparator

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| **Cluster** | **Premier and Cabinet** |
| **Department/Agency** | **Museum of Applied Arts and Science** |
| **Division/Branch/Unit** | **Curatorial, Collections, Exhibitions/ Production/ Workshop** |
| **Role number** | **HR-1732** |
| **Classification/Grade/Band** | **Clerk Grade 3/4** |
| **Senior executive work level standards** | **Not Applicable** |
| **ANZSCO Code** | **331211** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **08 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 Powerhouse Ultimo, Sydney Observatory, the Museums Discovery Centre in Castle Hill and will expand to include the Museum’s new flagship, Powerhouse Parramatta. 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.

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 Museums Discovery Centre, Castle Hill which includes expanded storage and new research and public facilities and the renewal of the iconic Powerhouse Ultimo. Key to the renewal is the assessment and digitisation of over 380,000 objects from the Museum’s collection providing new levels of access

## Primary purpose of the role

The role is responsible for all aspects of the Mountmaking process from planning, technical design, fabrication to installation and documentation of Mounts produced for our Exhibitions.

The role supports the Senior Mountmaker with coordination, expertise and support to internal and external stakeholders, while managing, delivering and maintaining high standards, considering conservation practices, safety for the collection items, WHS practices within the directed design guidelines.

## Key accountabilities

* Applying knowledge of best Conservation practices and procedures to the Mountmaking process and fabrication techniques - including but not limited to metal work (TIG and MIG, soldering) and machining, timber Construction and machining, sewing, acrylic and plastic Fabrication, carving and 3d printing.
* Supporting the entire Mountmaking process for Exhibitions, Loans, Digitization or storage as required - from the initial planning, prioritizing and budgeting phase, ordering materials, design, fabrication, installation and documentation.
* Conduct combined research with the Senior Mountmaker to improve process and fabrication
* Collaboration with internal and External stakeholders, Exhibition Designers, Conservators, Registrars, Workshop supervisors. Attending Project team and other relevant meetings. Contribute to a diverse range of Projects, Objects and internal and external stakeholders, sometimes of sensitive natures and challenging and competing timelines
* Take advice and guidance from First Nations advisers, experts and colleagues regarding the Mountmaking process and requirements for indigenous Objects
* Assisting Conservators and Designers by advising on structural design of Mounts
* Documenting the Mountmaking process - such as Install documents, sketches, images into the Organisations database
* Collaborating in WHS and Workshop compliance processes, adhering to all obligations, responsibilities and legislative requirements under current Work Health Safety (WHS) Acts and Regulations, assist with monitoring for WHS risks and hazards and regular review procedures.
* Make recommendations for improvement for fabrication, procedures, policies and processes in order to mitigate specific potential risks associated with the planning and management of the Mountmaking process

## Key challenges

* Manage multiple projects and workloads to ensure Projects are delivered on time and on budget
* Communicate challenges and resolve competing priorities across multiple Projects with a diverse range of stakeholders, internally and externally.
* Proposing options regarding selection of fabrication media, methods and processes. This requires the technical expertise to make such assessments and the ability to communicate ideas.
* Contributing to the provision of advice and knowledge to designers in the solution to problems of design and Conservation for object mounts.

## Key relationships

**Internal**

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| --- | --- |
| Who | Why |
| Senior Mountmaker | * Receive overall direction and instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed |
| Conservation Team | * Collaborate, take advice and provide expert advice on the Mountmaking process, fabrication and structural design, share information. Collaborate during the Object install |
| Manager Production Workshop | * Receive overall direction and instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed |
| Workshop Staff | * Collaborate with Workshop Staff to ensure project deliverables are met and objects are displayed and mounted safely and appropriate. |
| Registration | * Collaborate with to identify Object movements and locations |
| Director First Nations/ First Nations Staff, Curators | * Receive advice and guidance on culturally sensitive matters and correct process regarding Mountmaking of First Nations Objects and their handling. * Taking advice and guidance from advisers from other cultural backgrounds |
| Designers | * Receive Design direction, advice on structural design, collaborate |

## Role dimensions

### Decision making

The position is advised by the Senior Mountmaker of work priorities. The Mountmaker must decide how best to meet conflicting priorities and short deadlines. The position requires a high level of technical expertise and problem solving.

### Reporting line

Senior Mountmaker

### Direct reports

N/A

### Budget/Expenditure

N/A

## **Key knowledge and experience**

* Relevant qualifications or relevant long term experience in metal working, jewellery and fabrication
* Object handling experience
* Knowledge and experience in multidisciplinary skills, including steel fabrication and MIG/ TIG and soldering experience, machining on lathes and mill, 3d printing, timber construction, sewing, acrylic/ plastic fabrication and carving
* Knowledge of Conservation Practices and protocols
* Ability to understand and visualize complex structural challenges, and provide solutions to these challenges
* Competency in CAD, Microsoft office suite and other related software aiding the Mountmaking process would be an advantage

## Essential requirements

* A Bachelor's degree in fine arts or a trade certificate in one of the related trades or relevant years of experience in a fabrication environment

## 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

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| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | Keep up to date with relevant contemporary knowledge and practices  Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate and maintain a high level of personal motivation | Adept |
| personal-attributes | **Value Diversity and Inclusion**  Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Be responsive to diverse cultures, backgrounds, experiences, perspectives, values and beliefs  Seek participation from others who may have different backgrounds, perspectives and needs  Be open to different perspectives and experiences in generating ideas and solving problems  Adapt well in diverse environments  Respond constructively to feedback regarding observations of bias in language or behaviour | Intermediate |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | Focus on key points and speak in plain English  Clearly explain and present ideas and arguments  Listen to others to gain an understanding and ask appropriate, respectful questions  Promote the use of inclusive language and assist others to adjust where necessary  Monitor own and others’ non-verbal cues and adapt where necessary  Write and prepare material that is well structured and easy to follow  Communicate routine technical information clearly | Intermediate |
| relationships | **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 |
| results | **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 |
| results | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | Identify the facts and type of data needed to understand a problem or explore an opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | 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.

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