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| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Museum of Applied Arts & Sciences |
| **Division/Branch/Unit** | Exhibition |
| **Location** | Ultimo |
| **Classification/Grade/Band** | Clerk Grade 5/6 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | September 2017 |
| **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

Responsible for the design, planning and production of exhibitions, displays, major installations, visible collection storage, permanent galleries, and event and experiential design projects, this includes identifying, developing and maintaining MAAS’ established standards of design excellence.

# Key accountabilities

* Develop design concepts, in accordance with the exhibition project brief, and prepare and present detailed design and drawing specifications in accordance with relevant codes for the production of exhibition hardware and document original collection material included in exhibitions and displays
* Resolve, in accordance with exhibition project briefs, the design integration of exhibition elements, such as graphics, objects, multimedia, lighting, interactives, and ensure the design is appropriate for the display of collections and addresses different audience needs.
* Design supports, frames, enclosures and housings for original material in consultation with the Strategic Collections and fabricate display components including stands, display panels, prototypes, and models.
* Design graphics, signage and display panels, including design and layout of text and images, to enable the development of creative and effective displays.
* Oversee contractors engaged in the production and installation of exhibitions and displays, ensuring that the contractors meet the required design specifications for both the structures produced and the actual installation.
* Install and dismantle exhibitions and displays as required.

Key challenges

* Managing resources effectively to meet strategic, corporate and operational goals of the museum in regards to exhibition and design activities
* Ensuring commissioning guidelines, financial reporting and milestones, contractual arrangements and performance evaluation reviews are reported on and adhered to.
* Ensuring work carried out by contractors and/or Museum staff meets the BCA standards of construction and presentation consistent with MAAS requirements

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Exhibition Manager | * Receive overall direction and instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed |
| Production Team | * Work collaboratively to ensure excellence in delivery of exhibitions, displays and initiatives * Provide expert advice, assistance, participate in discussions and decisions and share information |
| Exhibition project teams | * Liaise on the scope of the project and in relation to the interpretation of curatorial intent. * Work closely to design and realise the project |
| Internal stakeholders | * Communicate and present design concepts for exhibitions |
| **External** |  |
| External project contractors | * Describe the design and/or components for costing; obtain quotes; check on production; and supervise installation of components in the exhibition areas to ensure that they meet the design specifications. |

# Role dimensions

## Decision making

* Works on the exhibition design within parameters and objectives outlined in the exhibition project brief
* Works independently on the design concept for the presentation of the exhibition.
* Works closely with exhibition project teams to design and develop individual exhibitions.
* Oversees the work of external contractors.
* Provides input to operational policies and procedures and makes recommendations for improvements to processes.

## Reporting line

The role reports to the Exhibition Manager.

## Direct reports

N/A

## Budget/Expenditure

N/A

Essential requirements

* A tertiary degree in an applied architectural, interior or industrial design field and/or experience deemed equivalent
* Demonstrated experience in exhibition design or related interior architectural design and construction with knowledge of relevant Australian Standards and sections of the Building Code of Australia.
* Well developed knowledge of exhibition design and all facets of presentation including audience experience, interpretative techniques, display of original collection materials and production techniques including CAD and Vectorworks.

# 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](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. 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** |
|  | Display Resilience and Courage | Foundational |
| Act with Integrity | Intermediate |
| **Manage Self** | **Intermediate** |
| Value Diversity | Foundational |
|  | **Communicate Effectively** | **Intermediate** |
| Commit to Customer Service | Foundational |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | Intermediate |
|  | Deliver Results | Intermediate |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Intermediate |
|  | 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 | 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**  Communicate Effectively | Intermediate | 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 | Adept | 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**  Think and Solve Problems | Adept | Research and analyse information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option  Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness |
| **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 |