

# Role Description

## Curator, City Museums



Cluster	Department of Premier and Cabinet
Agency	Sydney Living Museums
Division/Branch/Unit	Directorate/Curatorial & Exhibitions Team
Location	This role will be based in the City Museums Portfolio but will work across all agency sites and collections as required.
Classification/Grade/Band	Curator Grade 1
Role Number	ACP054
ANZSCO Code	224212
PCAT Code	1119192
Date of Approval	14 May 2021
Agency Website	<a href="http://www.sydneylivingmuseums.com.au">www.sydneylivingmuseums.com.au</a>

### Agency overview

Sydney Living Museums (SLM) and The State Archives and Records Authority of NSW (SARA) are NSW Government agencies which operate under the leadership of a single Executive Director. Whilst maintaining two separate legal entities, services are provided under a shared model.

The agencies form part of the NSW Department of Premier & Cabinet and report to the Minister for the Arts. Sydney Living Museums is also recognised as a State Cultural Institution.

SLM cares for a group of 12 of the most important historic houses, gardens and museums in NSW on behalf of the people of NSW. The agency is administered under the Historic Houses Act 1980, which confers the responsibility for conserving, managing, interpreting and activating places and sites of local, national and international significance.

Our property portfolio includes the UNESCO World Heritage listed Hyde Park Barracks, Australia's oldest surviving government building, the Mint, and Rose Seidler House, which marks the arrival of the modernist architecture movement to Australia.

The portfolio is unlike other museums in that the significance of each is in the whole, and not just in the parts. The awareness of place frames each narrative. Our audiences are local, regional, national and international.

SARA is administered under the State Records Act 1998 and is responsible for developing, preserving and promoting access to the NSW State Archives Collection, which pre-dates the European settlement of Australia in 1788.

SARA is the custodian and advocate for the State Archives Collection, which is one of the most complete and important collections documenting colonisation in the world. This vast cultural collection of more than 13 million items, valued at \$1 billion and which grows each year, details the development of this place and the wielding of colonial power, with multiple series of documents now included as inscriptions on the UNESCO Memory of the World Register.

SARA's Recordkeeping Standards and Advice function assists public offices in meeting their recordkeeping obligations under the State Records Act 1998, which is vital in the preservation of the memory of government for current and future generations. SARA's Government Records Repository provides

commercial storage, records management, digitisation and consultancy services and generates the majority of SARA’s operating revenue.

## Primary purpose of the role

Provide high quality curatorial services to interpret, document, promote and develop collections and create informative, compelling and engaging curatorial content that ensures the objectives of the *Historic Houses Trust Act 1980* and SLM’s strategic and business goals are met.

## Key accountabilities

- Provide knowledgeable, responsive, compelling and engaging storytelling to advocate for, and advise on, the significance, accessibility, care and cultural value of SLM’s collections to audiences, communities, stakeholders and publics across Australia and the world.
- Undertake research and develop compelling and informative curatorial content to increase visitor access to, and audience engagement with, SLM collections, both on site and online.
- Employ a range contemporary platforms and place-making approaches to engage audiences and promote SLM’s scholarship and storytelling in the fields of social, cultural and public history as represented by SLM’s collections.
- Participate actively in SLM’s research agenda to build the agency’s knowledge base, and conduct research as directed.
- Work with relevant infrastructure and systems to archive, manage and facilitate access to research findings and curatorial insights for internal and external customers.
- Contribute informative, knowledgeable and engaging curatorial insights into SLM’s collections to assist in securing support from donors and supporters, and engagement with volunteers, members and SLM partners.
- Contribute to collection development strategies and initiatives, and provide advice on potential acquisitions to ensure compliance with relevant collection policies.
- Supervise, support and mentor staff as required to meet project deliverables and develop SLM’s people.

## Key challenges

- Maintaining a balanced work program consisting of a diverse range of curatorial services that variously lead, collaborate, partner and support SLM teams and functions to deliver on organisational priorities.
- Managing a portfolio of projects, initiatives and activities simultaneously to ensure curatorial outcomes are delivered in accordance with planning and production milestones.
- Collaborating with a range of internal teams and external stakeholders to ensure curatorial imperatives are developed and maintained through project lifecycles.

## Key relationships

Who	Why
<b>Internal</b>	
Head of Curatorial	<ul style="list-style-type: none"> <li>• Receive guidance from in relation to individual work plans and curatorial program priorities and deliverables.</li> <li>• Collaborate with to conceive, plan and develop curatorial opportunities and outcomes across the curatorial service functions.</li> <li>• Provide timely, relevant and helpful advice on all curatorial aspects of SLM collections as defined in the primary purpose.</li> <li>• Collaborate with to achieve curatorial performance objectives.</li> </ul>
Curatorial Team	<ul style="list-style-type: none"> <li>• Collaborate with to conceive and develop curatorial opportunities and outcomes across the curatorial service functions.</li> </ul>

Who	Why
	<ul style="list-style-type: none"> <li>Actively participate in team meetings and team development activities.</li> <li>Support peers to grow their knowledge, skills, networks and practices in the curatorial sphere.</li> </ul>
Exhibitions Team	<ul style="list-style-type: none"> <li>Collaborate with to develop and deliver engaging and creative visitor experiences incorporating exhibition, display and place-based platforms.</li> <li>Develop and supply high quality curatorial content and outcomes to inform the creative development of exhibitions, displays and place-based experiences.</li> </ul>
Head of Production & Experience	<ul style="list-style-type: none"> <li>Liaise with regarding curatorial and exhibitions planning and programming.</li> <li>Contribute towards the development, implementation and reporting of C&amp;E Team operational plan and strategic plan priorities.</li> </ul>
Museum Portfolio Teams	<ul style="list-style-type: none"> <li>Provide curatorial advice and support on the care and presentation of collections.</li> <li>Maintain effective working relationships.</li> <li>Develop and supply accurate, informative, knowledgeable and engaging curatorial insights and strategies for portfolio staff to use in presentations, tours, programs and other forms of interpretation.</li> <li>Work with to manage resources and increase self-generated income where possible.</li> <li>Collaborate with to develop and deliver engaging and creative visitor and place-based experiences at properties.</li> </ul>
Collections & Access and Heritage & Assets Management Teams	<ul style="list-style-type: none"> <li>Provide advice to, and develop curatorial recommendations in regards to different conservation, collection and built fabric challenges.</li> <li>Develop and supply accurate, informative and knowledgeable curatorial insights and strategies for Collections &amp; Access and Heritage staff to incorporate into presenting complex information about SLM's collections as defined in the primary purpose.</li> <li>Contribute curatorial content towards the documentation of SLM collections.</li> <li>Provide advice to inform, and support the implementation of, appropriate procedures for collections care, disaster procedures and heritage conservation planning, works and asset management.</li> </ul>
Commercial Services Team	<ul style="list-style-type: none"> <li>Collaborate with to maximise commercial revenue and provide curatorial advice to guide the upkeep of the properties and collections.</li> </ul>
Production & Experience Team	<ul style="list-style-type: none"> <li>Collaborate with to develop curatorial content for programs (education and public).</li> <li>Develop and supply accurate, informative, knowledgeable and engaging curatorial insights and strategies for Experience &amp; Learning staff to incorporate into presenting complex information about SLM's collections as defined in the primary purpose.</li> </ul>
Development and Fundraising Team	<ul style="list-style-type: none"> <li>Collaborate with to develop and present accurate, informative, knowledgeable and engaging curatorial insights that result in increased support for and engagement with SLM.</li> </ul>
Audience & Marketing Team	<ul style="list-style-type: none"> <li>Liaise with to ensure audience insights are incorporated into curatorial scoping and content development.</li> <li>Collaborate with to develop marketing and communications campaigns, and author content for publication to promote exhibitions, collections and stories, curatorial outcomes and practices.</li> <li>Contribute curatorial content that enriches SLM's membership program and increases member engagement with SLM.</li> </ul>

Who	Why
Staff across SLM	<ul style="list-style-type: none"> <li>• Liaise with on curatorial issues and discussions relating to the SLM collections as defined in the primary purpose.</li> <li>• Contribute to SLM-wide issues and share specialised curatorial knowledge and insights.</li> <li>• Maintain effective and collaborative working relationships.</li> <li>• Develop and supply informative, knowledgeable and engaging curatorial insights and strategies for staff to use in presentations, tours, programs and other forms of interpretation.</li> <li>• Work with to manage resources and increase self-generated income where possible.</li> <li>• Develop and supply accurate, informative, knowledgeable and engaging curatorial insights and strategies for staff to incorporate into presenting complex information about SLM's collections as defined in the primary purpose.</li> </ul>
NSW State Archives and Records Authority	<ul style="list-style-type: none"> <li>• Collaborate with to conceive, plan and develop curatorial opportunities and outcomes that profile the State Archives collection.</li> </ul>
External	
Cultural organisations, local government, community groups, heritage and history sectors.	<ul style="list-style-type: none"> <li>• Liaise with on issues relating to the curatorial work at SLM.</li> <li>• Develop and maintain effective working relationships.</li> <li>• Work with media as directed.</li> <li>• Liaise with to promote and develop scholarship and knowledge of SLM's collections as defined in the primary purpose.</li> </ul>

## Role dimensions

### Decision making

This role:

- Takes active ownership of own work.
- Prioritises and manages multiple tasks and demands including matters with critical deadlines.
- Develops and fosters efficient lines of communication with key stakeholders.
- Seeks advice and clarification from their supervisor regarding matters that fall outside standard guidelines and practices.
- Is accountable for the delivery of work and projects on time and to expectations in terms of quality deliverables and outcomes.
- Prioritising limited time, staffing and budget resources for managing multiple and diverse projects and tasks.
- Works both as part of a team and autonomously with changing priorities and pressured deadlines whilst maintaining a flexible and professional approach.
- Acts as the public face for an organisation, demonstrated through high quality and engaging written and verbal communication skills.
- Understands and can navigate the often complex, operational needs and skills of different teams and functions across SLM.

### Reporting line

This role reports to the Head of Curatorial.

### Direct reports

Nil

## Budget/Expenditure

Nil

## Essential requirements



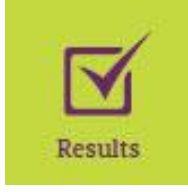

- Tertiary qualifications in history/museum studies/heritage interpretation or related field and relevant experience working in a multi-disciplinary cultural, museum or heritage environment.
- Experience in conducting research, analysing and communicating information about social/cultural and/or public history, historic buildings, sites and collections.
- Current NSW driver's licence.

## 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
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Adept</b>
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Adept</b>

## 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
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Identify opportunities to use a broad range of communications technologies to deliver effective messages</li> <li>• Understand, act on and monitor compliance with information and communications security and use policies</li> <li>• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business</li> <li>• Support compliance with the records, information and knowledge management requirements of the organisation</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> </ul>

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>Evaluate progress and identify improvements to inform future projects</li></ul>