

Role Description

Project Officer – Exhibitions & Interpretation



Cluster/Agency	Department of Premier & Cabinet
Department/Agency	Sydney Living Museums
Division/Branch/Unit	Curatorial & Public Engagement Division/Curatorial & Exhibitions Team
Location	The Mint
Classification/Grade/Band	Clerk Grade 3/4
Kind of Employment	Temporary
ANZSCO Code	511112
Role Number	CMD008
PCAT Code	3119192
Date of Approval	25 July 2019
Agency Website	www.sydneylivingmuseums.com.au

Department/Agency overview

Sydney Living Museums is a leading government agency in Australia with responsibility for conserving, managing, interpreting and activating places and sites of local, national and international significance. Established in 1980, our collection includes the UNESCO World Heritage listed Hyde Park Barracks, The Mint, Australia's oldest surviving government building through to the twentieth century Rose Seidler House, which marks the arrival of the modernist movement to Australia. The collection 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. Sydney Living Museums is a state cultural institution, reporting to the Minister for the Arts.

The Curatorial & Museums Division includes the Curatorial & Exhibitions Team, City Museums Portfolio and House Museums Portfolio. The Division provides visitor and operational management of SLM's twelve museum sites structured into two portfolios: City Museums Portfolio (Hyde Park Barracks Museum, Justice & Police Museum, Museum of Sydney, Susannah Place Museum, The Mint and Caroline Simpson Library & Research Collection), and House Museums (Elizabeth Bay House, Elizabeth Farm, Meroogal, Rouse Hill House & Farm, Rose Seidler House and Vaucluse House). The Curatorial & Exhibitions Team produces exhibitions at our museums, interprets our properties, presents stories from the collections, and manages

The Curatorial & Exhibitions Team (C&E) is one of a number of service teams within SLM. The C&E Team takes a multi-disciplinary team-based approach to interpretation, exhibition, design and publication projects. The C&E Team works in close collaboration with staff across the organisation, in particular with the Portfolios, Strategy & Engagement and Corporate & Commercial Services teams, and other stakeholders, including extensive liaison with outside organisations regarding partnerships and collaborations, exhibition development, travelling exhibitions, loans and other matters. The C&E Team provides interpretation and exhibition advice, expertise and support and is responsible for managing the curatorial development, design, editing, production, construction and installation of concurrent SLM interpretation projects and exhibition strategies that find innovative and accessible ways to interpret SLM's stories, research and curatorial expertise to a wide range of different audiences while focusing on visitor experiences, enjoyment and participation.

Primary purpose of the role

Work as part of multidisciplinary project teams to assist with the project management of all aspects of the development, production, design, installation and evaluation of interpretation projects and major exhibitions and to coordinate minor displays and projects and undertake copyright permissions for multiple concurrent exhibition, display and interpretation projects.

Key accountabilities

- Provide project support for exhibitions including object selection, graphic selection, loans and object handling.
- Provide project support for exhibitions including research, web content, the development and management of exhibition databases, arranging meetings, manuals, contracts and other documentation as required.
- Undertake image management and action image and multimedia copyright and permissions for multiple concurrent exhibition, display and interpretation projects ensuring compliance with government policy and legislative requirements
- Coordinate, whether individually or in collaboration, exhibitions and displays at agency properties.
- Maintain data and image records through the appropriate archiving and management of research through agency databases and systems.
- Use all forms of media and technology to best communicate the agency's sites and stories to the widest possible audience.
- As part of a multidisciplinary team participate in all exhibitions and display installations.
- Provide project support for financial administration of exhibitions and displays at agency properties using appropriate agency databases and systems
- Assist with the development and delivery of projects that allow a greater range of people to learn about and enjoy the agency's interpretations, exhibitions, publications, and sites.

Key challenges

- Support and assist on multiple projects to ensure the effective coordination of concurrent individual projects across the agency's properties within financial constraints and the parameters of policy and legislative requirements.
- Work individually and as part of a team to assess, prioritise and monitor progress on projects to ensure they are reached within budget and schedule.
- Balances and is sensitive of the particular and often complex operational needs, resourcing and skills of different Portfolio/Teams, dispersed over a number of sites, across the agency.

Key relationships

Who	Why
Internal	
Head of Curatorial & Exhibitions	Receive guidance in relation to broad project outcomes. Receive direction on coordinating minor exhibitions and displays.
Project Manager – Exhibitions & Interpretation	Receive guidance from in relation to broad project outcomes and provide regular updates on projects, issues and priorities. Receive direction on coordinating minor exhibitions and displays. Work effectively and collaboratively within a multidisciplinary team including designers, registrars, curators, and installation staff.

Who	Why
Project Teams, Portfolio/Team staff across the agency	<p>Maintain effective interaction and cooperation across the agency and within project teams.</p> <p>Work collaboratively in the development, implementation and evaluation of interpretation projects.</p> <p>Collaborate with to assist in the development, production and installation of projects at agency properties.</p>

External	
Contractors, artists and others	<p>To address any issues relating to and collaborate on projects.</p> <p>Consult, liaise and collaborate on projects.</p> <p>Monitors and oversees aspects of externally contracted work to support delivery of projects.</p> <p>Collaborate with to assist in the development, production and installation of projects at agency properties.</p>
Cultural and government organisations, community, heritage and history groups	<p>Consult, liaise and collaborate on projects.</p> <p>To address any issues relating to projects.</p> <p>To deliver well-coordinated and creative projects, exhibitions and publications.</p>

Role dimensions

Decision making

This role:

- Prioritises own workload in order to meet deadlines and manage daily work in consultation with the supervisor.
- Takes active ownership of own work.
- Provides prompt and relevant information to internal and external stakeholders.
- Is committed to working in a team to achieve agreed objectives.
- Maintains efficient lines of communication.
- Refers to supervisor for decisions that require change or fall outside standard guidelines and practice.
- Undertakes research for exhibition and museum interpretation projects.
- Recognises when to make decisions and ask relevant questions.
- Adheres to project timelines, budgets and briefings set by the supervisor.

Reporting line

This role reports to the Project Manager – Exhibitions & Interpretation.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualification in Australia history or an arts related field.





- Experience with the installation of exhibitions and displays including object handling and care and condition reporting.
- Experience working with a range of software applications used to manage, develop and report on exhibitions and museum interpretation projects.
- 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

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	Foundational
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	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	<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 Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Take responsibility and be accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about their application by self and others Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> Apply computer applications that enable performance of more complex tasks Apply practical skills in the use of relevant technology Make effective use of records, information and knowledge management functions and systems Understand and comply with information and communications security and acceptable use policies Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> 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

