Role Description
Assistant Research Curator

Cluster/Agency	Department of Creative Industries, Tourism, Hospitality and Sport
Executive Agency	Museums of History NSW
Division/Branch/Unit	Programming, Production and Audience/Curatorial & Research Team
Location	Sydney
Classification/Grade/Band	Assistant Curator Grade 2
ANZSCO Code	511112
Role Number	tba
PCAT Code	3119192
Date of Approval	July 2022
Agency Website	www.mhnsw.au

Agency Overview

Museums of History NSW brings together a portfolio of iconic museums, rich collections and heritage sites, the nation's oldest archive collection, vital recordkeeping services and expert staff.

We bring history to life by sharing the stories of our places and collections. Through the State Archives Collection, we manage NSW's official documentary heritage, supporting government transparency and the public's right to access information.

These two roles do not just sit side by side – they inform and enrich each other. By preserving and making accessible our places, collections and archives, we create opportunities for people to explore the past and better understand their own place in the world. By supporting lifelong learning and inviting people to come together, we promote civic literacy, empathy, wellbeing and belonging.

We believe that history belongs to everyone. This is the promise and the purpose of MHNSW.

Museums of History NSW is a state cultural institution, established under the Museums of History NSW Act 2022. It is an agency of the NSW Department of Creative Industries, Tourism, Hospitality and Sport (DCITHS).

Primary purpose of the role

The Assistant Research Curator provides curatorial research services that contribute to the interpretation, documentation, promotion and development of collections to create informative, compelling and engaging research-based curatorial content that meets the objectives of Museums of History NSW's strategic and business goals.

Key accountabilities

- Provide assistant curatorial research services that contribute to the interpretation, documentation, promotion and development of MHNSW's collections and assist in creating informative, compelling and engaging research-based curatorial content for a portfolio of identified curatorial projects and initiatives contributing towards MHNSW's annual program, special projects and strategic initiatives.
- Undertake research and develop compelling and informative curatorial content to increase visitor access to, and audience engagement with, MHNSW collections, both on site and online.
- Employ a range contemporary research methodologies to produce outomes that engage audiences and promote MHNSW's scholarship and storytelling in the fields of social, cultural and public history as represented by MHNSW's collections.

- Actively support MHNSW'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 MHNSW's collections to assist in securing support from donors and supporters, and engagement with volunteers, members and MHNSW partners.
- Support the supervising Research Curator and Manager, Research to implement collection development strategies and initiatives, and provide advice on potential acquisitions to ensure compliance with relevant collection policies.

Key challenges

- Maintaining a balanced work program consisting of a diverse range of assistant curatorial research services that variously collaborate, partner and support MHNSW teams and functions to deliver on organisational priorities.
- Supporting a portfolio of projects, initiatives and activities simultaneously while 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
Internal	
Manager, Research	- Receive guidance in relation to research program priorities and deliverables. - Collaborate to conceive, plan and develop research opportunities and outcomes across the Research team's service functions. - Collaborate to achieve curatorial performance objectives.
Head of Curatorial and Research	- Receive guidance in relation to individual work plans and research program priorities and deliverables. - Receive guidance from in relation to curatorial and research outcomes, policies and procedures. - Receive guidance from and provide regular updates on projects, issues and priorities. - Provide ongoing support to in relation to aspects of the history, significance, care and conservation of collections.
Curatorial Team	- Collaborate to conceive and develop curatorial outcomes across the curatorial service functions. - Actively participate in team meetings and team development activities.
Research Team	- Collaborate, communicate and share information in order to deliver Team goals and outcomes. - Actively participate in team meetings and team development activities. - Support peers to grow their knowledge, skills, networks and practices in the curatorial sphere.
Production and Experience Team	Collaborate with to develop and deliver engaging and creative visitor experiences incorporating exhibition, display and place-based platforms, as directed.

	• Develop and supply curatorial content and outcomes to inform the creative development of exhibitions, displays and place-based experiences, as directed.
City & House Museums Portfolio Teams	• Maintain effective working relationships. • 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. • Work with to manage resources and increase self-generated income where possible. • Collaborate with to develop and deliver engaging and creative visitor and place-based experiences at properties.
Collections & Access and Heritage Teams	• Develop and supply accurate, informative and knowledgeable curatorial insights and strategies for Collections & Access and Heritage staff to incorporate into presenting complex information about MHNSW's collections as defined in the primary purpose. • Contribute curatorial content towards the documentation of MHNSW collections.
Commercial Services Team	• Collaborate with to maximise commercial revenue and provide curatorial advice to guide the upkeep of the properties and collections.
Experience & Learning Team	• Collaborate with to develop curatorial content for programs (education and public), as directed. • Develop and supply accurate, informative, knowledgeable and engaging curatorial insights and strategies for Experience & Learning staff to incorporate into presenting complex information about MHNSW's collections as defined in the primary purpose.
Development and Fundraising Team	• Collaborate with to develop and present accurate, informative, knowledgeable and engaging curatorial insights that result in increased support for and engagement with MHNSW, as directed.
Marketing & Audience Insight Team	• Liaise with to ensure audience insights are incorporated into curatorial scoping and content development. • Collaborate with to develop marketing and communications campaigns, and author content for publication to promote exhibitions, collections and stories, curatorial outcomes and practices. • Contribute curatorial content that enriches MHNSW's membership program and increases member engagement with MHNSW.
Staff across MHNSW	• Contribute to MHNSW-wide issues and share specialised curatorial knowledge and insights. • Maintain effective and collaborative working relationships. • Develop and supply informative, knowledgeable and engaging curatorial insights and strategies for staff to use in presentations, tours, programs and other forms of interpretation. • Work with to manage resources and increase self-generated income where possible. • Develop and supply accurate, informative, knowledgeable and engaging curatorial insights and strategies for staff to incorporate into presenting complex information about MHNSW's collections as defined in the primary purpose.
State Records Authority NSW	• Collaborate with to conceive, plan and develop curatorial opportunities and outcomes that profile the State Archives collection.

NSW GOVERNMENT

External	
Cultural organisation, government bodies, community groups and heritage/history sector	• Liaise with in relation to project outcomes. • Maintain effective lines of communications to enable implementation of projects. • Develop and maintain functional working relationships and networks. • Collaborate with to gain support for and facilitate special project across MHNSW.
Contractors, consultants and services providers	• To create and deliver interpretation projects.

Role dimensions

Decision making

This role:

- Takes active ownership of own work.
- Has a high level of autonomy and is accountable for the delivery of work assignments and projects on time and to expectations in terms of quality, deliverables and outcomes.
- Refers to supervisor for decisions that require significant change to strategic approach; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegations limits.
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times.
- Maintains efficient lines of communication.

Reporting line

This role reports to Manager, Research

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications in history/museums studies/heritage interpretation or related field and experience working in a cultural, museums or heritage environment.
- Experience in researching, writing, developing and evaluating innovative and engaging research-based interpretation projects in a cultural, museum or heritage environment.
- Familiarity with current research methodologies and approaches, and evidence of their application to public-facing outcomes.
- Experience working with a wide range of software applications used to maintain and update information eg, Microsoft Suite, records databases and collections management systems.
- Willingness to work across MHNSW sites and ability to travel to multiple locations.

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

This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at www.psc.nsw.gov.au/capabilityframework/ICT

This role also utilises an occupation specific capability set.

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	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Intermediate**
	Plan and Prioritise	**Intermediate**
	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	Adept	• 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 a high level of personal motivation
Relationships Communicate Effectively	Adept	• 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

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Intermediate	• 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 Deliver Results	Intermediate	• 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 Plan and Prioritise	Intermediate	• Understand the team/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 impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
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