

# Role Description

## Project Officer – Exhibitions & Travelling Exhibitions



Department/Agency	Department of Creative Industries, Tourism, Hospitality and Sport/Museums of History NSW
Division/Branch/Unit	Programming & Experience Division / Exhibitions and Interpretation Team
Role number	50073992
Classification/Grade/Band	Clerk Grade 3/4
Senior executive work level standards	Not Applicable
OSCA Code	511112
PCAT Code	3119192
Date of Approval	01 July 2022
Agency Website	<a href="http://www.mhnsw.au">www.mhnsw.au</a>

### 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

Support the travelling exhibition program and the coordination of temporary displays to provide administrative support. This includes assistance with the project management of all aspects of the development, production, design, installation and evaluation of nominated interpretation projects and major exhibitions. Coordinate minor displays and projects and undertake copyright permissions for multiple concurrent exhibition, display and interpretation projects.

## Key accountabilities

- Provide project support for travelling and temporary exhibitions to assist with object and graphic exhibition lists and production, image sourcing, loans and object installation.
- Support travelling and temporary exhibitions with the development and management of exhibition databases, research, web content and a range of administrative tasks to ensure projects are delivered on time and in budget.
- Provide project support for image management, image and multimedia copyright, permissions and financial administration of exhibitions and displays, at agency properties, to ensure compliance with relevant processes and budgets.
- Coordinate, whether individually or in collaboration exhibitions and displays, at agency properties and at tour venues, to ensure the effective delivery of exhibitions and interpretation projects.
- Maintain data and image records through the appropriate archiving and software applications to manage, develop and report on exhibitions and museums interpretation projects and record research.
- Use all forms of media and technology to best communicate the agency's sites and stories to the widest possible audience.
- As required, participate in travelling and temporary exhibitions and display installations to meet project outcomes as part of multidisciplinary teams.
- Assist with the development and delivery of projects to allow a greater range of people to learn about and enjoy the agency's interpretations, exhibitions, publications and sites.

## Key challenges

- Supporting and assisting 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.
- Working individually and as part of a team to assess, prioritise and monitor progress on projects to ensure they are reached within budget and schedule.
- Balancing and being sensitive to 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

### Internal

Who	Why
Head of Exhibitions & Interpretation	<ul style="list-style-type: none"><li>• Receive guidance in relation to broad project outcomes.</li><li>• Receive guidance in relation to broad organisational strategic outcomes.</li><li>• Receive direction on coordinating minor exhibitions and displays.</li></ul>
Senior Producer, Travelling Exhibitions	<ul style="list-style-type: none"><li>• Receive guidance in relation to broad project outcomes.</li><li>• Provide regular updates on projects, issues and priorities.</li><li>• Receive direction on coordinating travelling and temporary exhibitions.</li><li>• Inform and request support if required.</li><li>• Escalate priority issues when necessary.</li></ul>
Project Teams, Portfolio/Team, staff across the Agency	<ul style="list-style-type: none"><li>• Maintain effective interaction and cooperation across the agency and within project teams.</li><li>• Work collaboratively in the development, implementation and evaluation of interpretation projects.</li></ul>

Who	Why
	<ul style="list-style-type: none"> <li>Collaborate and assist in the development, production and installation of projects at agency properties.</li> </ul>

## External

Who	Why
Contractors, artists and other external stakeholders	<ul style="list-style-type: none"> <li>To address any issues relating to and collaborate on projects.</li> <li>Consult, liaise and collaborate on projects.</li> <li>Monitors and oversees aspects of externally contracted work to support delivery of projects.</li> <li>Collaborate with to assist in the development, production and installation of projects at agency properties.</li> </ul>
Cultural and government organisations, community, heritage and historical groups	<ul style="list-style-type: none"> <li>Consult, liaise and collaborate on projects.</li> <li>To address any issues relating to projects.</li> <li>To deliver well-coordinated and creative projects, exhibitions and publications.</li> </ul>
Tour venues	<ul style="list-style-type: none"> <li>Consult, liaise and collaborate on projects.</li> <li>To address any issues relating to projects.</li> <li>As required, assist with the exhibition installation, and freight, for travelling exhibition venues.</li> </ul>

## 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 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.
- 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 Senior Producer, Travelling Exhibitions.

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- Experience working on the development, coordination and installation of travelling exhibitions and displays.
- Experience working across a range of administrative tasks and using computer applications to support projects and teams

- Experience with object handling and care.
- Current NSW driver's licence.

## Capabilities for the role




The [NSW public sector 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.





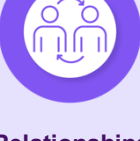
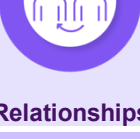

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	<b>Manage Self</b> Be persistent, self-reflect and commit to learning	<ul style="list-style-type: none"> <li>• Adapt your existing skills to new situations</li> <li>• Commit to achieving work goals</li> <li>• Be aware of your strengths and areas for growth, and develop and apply new skills</li> <li>• Seek feedback from colleagues and stakeholders</li> <li>• Persist when tasks are difficult</li> </ul>	Intermediate
 Relationships	<b>Communicate Effectively</b> Communicate clearly, pay attention to others and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Focus on key points and use clear, concise and inclusive language</li> <li>• Clearly explain and present ideas and arguments</li> <li>• Pay attention and ask appropriate and respectful questions to understand others' point of view</li> <li>• Promote the use of inclusive language and help others to adjust their language where necessary</li> <li>• Seek feedback about your communication style and adapt where necessary</li> <li>• Write in a way that is well structured and easy to follow</li> <li>• Clearly communicate routine technical information</li> </ul>	Intermediate
 Results	<b>Deliver Results</b> Achieve results by using resources efficiently and committing to quality outcomes	<ul style="list-style-type: none"> <li>• Seek and apply specialist advice when needed</li> <li>• Complete work tasks within set budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver your own work and that of the team or business unit</li> <li>• Contribute to assigning responsibilities and resources to ensure the team or business unit achieves goals</li> </ul>	Intermediate




Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> <li>Identify any barriers to achieving results and resolve these where possible</li> <li>Proactively change or adjust plans when needed</li> </ul>	
 <b>Results</b>	<b>Demonstrate Accountability</b> Be proactive and responsible for your actions, and follow legislation, policy and guidelines	<ul style="list-style-type: none"> <li>Be proactive in taking responsibility and being accountable for your actions</li> <li>Identify and follow safe work practices</li> <li>Be aware of risks and act on them or raise them with your supervisor as appropriate</li> <li>Make sure you and others always follow safe work practices</li> <li>Use financial and other resources responsibly</li> <li>Seek feedback from stakeholder groups to enable culturally informed feedback</li> </ul>	Intermediate
 <b>Business Enablers</b>	<b>Technology</b> Understand and use available technology to maximise efficiencies and effectiveness	<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>Use available technology to improve individual performance and effectiveness</li> <li>Use records, information and knowledge management systems effectively</li> <li>Support system improvement initiatives and new technology when it is deployed</li> <li>Identify where technology or automation supports tasks, and raise issues when applications may be inappropriate or inaccurate</li> </ul>	Intermediate
 <b>Business Enablers</b>	<b>Project Management</b> Understand and use effective ways to plan, coordinate and control projects	<ul style="list-style-type: none"> <li>Research and analyse data at a basic level to inform and support the achievement of project deliverables</li> <li>Contribute to developing project documents and resource estimates</li> <li>Contribute to reviews of progress, outcomes and future improvements</li> <li>Identify when projects differ from their plans and tell your supervisor</li> </ul>	Intermediate

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identify 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.

Capability group/sets	Capability name	Description	Level
 <b>Personal Attributes</b>	<b>Display Resilience and Courage</b>	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 <b>Personal Attributes</b>	<b>Act with Integrity</b>	Be ethical and professional, and uphold and promote the public sector values	Foundational
 <b>Personal Attributes</b>	<b>Value Diversity and Inclusion</b>	Be inclusive and respect diverse backgrounds, experiences and perspectives	Foundational
 <b>Relationships</b>	<b>Commit to Customer Service</b>	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 <b>Relationships</b>	<b>Work Collaboratively</b>	Collaborate with others and value their contribution	Foundational
 <b>Relationships</b>	<b>Influence and Negotiate</b>	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 <b>Results</b>	<b>Plan and Prioritise</b>	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational

Capability group/sets	Capability name	Description	Level
 <b>Results</b>	<b>Think and Solve Problems</b>	Think, analyse and consider the broader context to develop practical solutions	Foundational
 <b>Business Enablers</b>	<b>Finance</b>	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
 <b>Business Enablers</b>	<b>Procurement and Contract Management</b>	Understand and use procurement processes to ensure effective purchasing and contract performance	Foundational