

Role Description

Project Officer – Exhibitions & Interpretation



Department/Agency	Department of Creative Industries, Tourism, Hospitality and Sport/Museums of History NSW
Division/Branch/Unit	Programming & Experience Division / Exhibitions & Interpretation Team
Role number	50074158
Classification/Grade/Band	Clerk Grade 3/4
Senior executive work level standards	Not Applicable
OSCA Code	399311
PCAT Code	1119192
Date of Approval	20 September 2019
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

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. 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 and graphic exhibition lists and production, image sourcing, 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 to ensure projects are delivered on time and budget.
- 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

Internal

Who	Why
Head of Exhibitions & Interpretation	<ul style="list-style-type: none"> • Receive guidance in relation to broad project outcomes. • Receive guidance in relation to broad organisational strategic outcomes. • Receive direction on coordinating minor exhibitions and displays.
Project Manager – Exhibitions	<ul style="list-style-type: none"> • 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
Project Teams, Portfolio/Team staff across the agency	<ul style="list-style-type: none"> • Maintain effective interaction and cooperation across the agency and within project teams. • Work collaboratively in the development, implementation and evaluation of interpretation projects. • Collaborate with to assist in the development, production and installation of projects at agency properties.

External

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

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 (desirable).

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	Manage Self Be persistent, self-reflect and commit to learning	<ul style="list-style-type: none"> Adapt your existing skills to new situations Commit to achieving work goals Be aware of your strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Persist when tasks are difficult 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, pay attention to others and respond with understanding and respect	<ul style="list-style-type: none"> Focus on key points and use clear, concise and inclusive language Clearly explain and present ideas and arguments Pay attention and ask appropriate and respectful questions to understand others' point of view Promote the use of inclusive language and help others to adjust their language where necessary Seek feedback about your communication style and adapt where necessary Write in a way that is well structured and easy to follow Clearly communicate routine technical information 	Intermediate
 Results	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	<ul style="list-style-type: none"> Seek and apply specialist advice when needed Complete work tasks within set budgets, timeframes and standards Take the initiative to progress and deliver your own work and that of the team or business unit Contribute to assigning responsibilities and resources to ensure the team or business unit achieves goals Identify any barriers to achieving results and resolve these where possible Proactively change or adjust plans when needed 	Intermediate
	Demonstrate Accountability Be proactive and responsible for your actions, and follow legislation, policy and guidelines	<ul style="list-style-type: none"> Be proactive in taking responsibility and being accountable for your actions Identify and follow safe work practices Be aware of risks and act on them or raise them with your supervisor as appropriate 	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
Results		<ul style="list-style-type: none"> • Make sure you and others always follow safe work practices • Use financial and other resources responsibly • Seek feedback from stakeholder groups to enable culturally informed feedback 	
 Business Enablers	Technology Understand and use available technology to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Use records, information and knowledge management systems effectively • Support system improvement initiatives and new technology when it is deployed • Identify where technology or automation supports tasks, and raise issues when applications may be inappropriate or inaccurate 	Intermediate
 Business Enablers	Project Management Understand and use effective ways to plan, coordinate and control projects	<ul style="list-style-type: none"> • Research and analyse data at a basic level to inform and support the achievement of project deliverables • Contribute to developing project documents and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify when projects differ from their plans and tell your supervisor 	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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Foundational
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate

Capability group/sets	Capability name	Description	Level
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
 Business Enablers	Procurement and Contract Management	Understand and use procurement processes to ensure effective purchasing and contract performance	Foundational