

Role Description

Senior Producer, First Nations Programs



Cluster	Creative Industries, Tourism, Hospitality and Sport
Agency	Museums of History NSW
Division/Branch/Unit	Programming, Production & Audience Division//Production & Experiences Team
Location	Sydney
Classification/Grade/Band	Clerk Grade 7/8
Role Number	51011602
ANZSCO Code	272611
PCAT Code	1119192
Date of Approval	21 October 2025
Agency Website	www.mhnswnsw.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

Lead the conceptual and creative development and delivery of diverse projects and programs with layered First Nations agency and with First Nations perspectives, history and cultural heritage as relevant to the Museums of History NSW, to engage with and attract new and diverse audiences and First Nations communities.

Key accountabilities

- Lead the conceptual and creative development and production of diverse projects and public programs to meet audience engagement goals and visitation and income targets to encourage critical engagement with First Nations people, in line with the First Nations Strategy.
- Manage project delivery including schedules, meetings, budgeting, contracting, planning, production, project documentation, evaluation, reporting and lead event site planning and operations to ensure high quality delivery of projects.
- Support the Programming, Production & Audience Division and provide advice on Aboriginal and Torres Strait Islander perspectives, in the development and delivery of multiple creative public facing projects.
- Ensure the provision of technical solutions as well as technical and installation support, scheduling and resource coordination to support staff in the delivery of events and activities.
- Research and engage suitable providers and partners to develop creative proposals and business plans building support for collaborative project delivery.
- Develop and implement effective evaluation and feedback mechanisms to ensure ongoing quality improvement in the development and delivery of projects in line with broader strategic goals for audience engagement.
- Identify and pursue funding and partnership opportunities to support the ongoing development and delivery of creative projects across the agency's sites, online and partner locations.

Key challenges

- Maintaining current knowledge of and the ability to effectively navigate within First Nations community networks, cultural organisations and individuals to help the agency work collaboratively with and appropriately represent First Nations communities and their history.
- Finding the balance between the competing demands of creative vision, brand, curatorial voice and fragile heritage sites and the creation of a First Nations programming offer to provide high quality visitor experiences.
- Acting as liaison between and managing expectations and deliverables for Museums of History NSW and providers and partner organisations to ensure goals and objectives are met.

Key relationships

Who	Why
Internal	
Head of Programming and Activations	• Receive guidance from and provide regular updates on projects, issues and strategic priorities. • Work collaboratively in the development, implementation and evaluation of major programs and partnerships.
MHNSW First Nations staff	• Collaborate with and assist with appropriate consultation approaches to best integrate the business needs of the agency and the cultural needs of the First Nations communities. • Receive guidance from and provide regular updates on projects, issues and strategic priorities. • Collaborate with to coordinate the design and production of proposals, presentations, agreements, internal and external reports and correspondence to facilitate involvement of multiple stakeholders in

Who	Why
	First Nations programming as well as the wider programs across the agency's sites and online.
Programming and Activations Team	• Participate in forward planning to set long range agendas for a coordinated offering of activities. • Collaborate with to encourage a creative environment that fosters innovative programming practice. • Work collaboratively in the delivery of integrated multi-disciplinary projects
Producers & Associate Producers	• Lead, coach and motivate. • Manage the performance and development of individual reports. • Work collaboratively in the development, implementation and evaluation of major programs and partnerships.
Staff across the agency	• Develop effective interdepartmental relationships to secure involvement and support for project delivery. • Liaise with to secure and coordinate resources for the development and delivery of First Nations creative projects • Work collaboratively with to deliver project outcomes, grow existing audiences and develop new ones. • Collaborate with to encourage a creative environment that fosters innovative programming practice. • Communicate with to gain support for First Nations initiatives across the agency. • Coordinate with to facilitate the effective implementation of high-quality and audience-focused programming and resources across multiple themes, sites and modes of delivery.
External	
First Nations communities, consultants & stakeholders	• Liaise with as one of the agency's First Nations representatives and develop effective working relationships. • Develop and nurture relationships between the agency and First Nations communities across NSW. • Collaborate with to the develop programs and projects. • Work with to develop relevant site-specific creative projects. • Coordinate with to facilitate the effective implementation of high-quality and audience-focused programming and resources across multiple themes, sites and modes of delivery. • Manage relationships to support the delivery of creative projects and to negotiate and develop contracts for their involvement.
Program providers, creative producers, production companies, other cultural institutions	• Liaise with and negotiate involvement in major programs to meet strategic objectives for audience development, visitation and income targets. • Solicit new partners providers and manage and enhance ongoing relationships with existing partners and supporters.

Who	Why
Cultural and government organisations, community, heritage and history groups	• Liaise with as one of the agency's First Nations representatives and develop effective working relationships. • Collaborate with to develop programs and projects. • Maintain a network of professional relationships and represent Museums of History NSW at meetings, forums, functions and events.
Audiences, members of the public and visitors	• Develop and maintain audiences through delivering engaging First Nations projects that relate to the Museums of History NSW.

Role dimensions

Decision making

This role:

- Takes active ownership of own work.
- Makes decisions on key program content, its creative delivery and presentation to support strategies previously approved by the Head of Programming and Activations..
- Has a high level of autonomy and is accountable for the delivery of work and projects on time and to expectations in terms of quality deliverables and outcomes.
- Refers to supervisor for decisions that require change or fall outside standard guidelines and practice.
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times.
- Maintains records through the appropriate archiving management of research through the agency's databases and systems.
- Lead best practice in the delivery of creative projects to encourage and develop audience engagement.
- Plans, prioritises and meets strict deadlines and manages multiple projects simultaneously.
- Works both as part of a team and autonomously with limited supervision with changing priorities and pressured deadlines whilst maintaining a flexible and professional approach.
- Develops and fosters efficient lines of communication with all key stakeholders.

Reporting line

This role reports to the Head of Programming and Activations.

Direct reports

The following roles report to this role:

- Programs Casual and Temporary Producers engaged to deliver funded projects

Budget/Expenditure

Nil

Essential requirements

- The role holder must be of Aboriginal and/or Torres Strait Islander descent, identify as being an Australian Aboriginal and/or Torres Strait Islander and accepted in the community.
- Relevant tertiary qualifications and 5 years or more experience in public programs or event management or in a creative producer role.
- Ability to manage lifting, carrying, standing, kneeling and moving around heritage sites, both internal and external environments is a genuine occupational requirement.
- Willingness to work across and ability to travel to multiple work 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

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	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

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 Display Resilience and Courage	Adept	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
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 • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Adept	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Plan and Prioritise	Adept	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Adept	• Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Intermediate	• Ensure that roles and responsibilities are clearly communicated • Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks • Develop team capability and recognise and develop potential in people • Be constructive and build on strengths when giving feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolution of issues