Role Description
Senior Producer, Exhibitions

Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Department/Agency	**Museums of History NSW**
Division/Branch/Unit	**Programming, Production & Audience Division / Exhibitions and Interpretation Team**
Role number	**50073985**
Classification/Grade/Band	**Clerk Grade 7/8**
ANZSCO Code	**272611**
PCAT Code	**1119192**
Date of Approval	**17 January 2020**
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

Project manage the development, design, production and installation of Museums of History NSW's temporary exhibitions, interpretation projects, installations and activations to ensure each project meets agency standards and are completed within budget and on schedule.

Key accountabilities

- Identify, plan, implement and monitor project workflows to ensure the effective delivery of temporary exhibitions, interpretation projects, installations and activations.
- Communicate with project teams to manage project expectations and provide clear guidelines, advice and support on an ongoing basis.
- Coordinate and implement creative projects to enable the agency to meet best practice, expected levels of standards, guidelines and relevant legislation.
- Lead diverse and complex project teams to develop curatorial content allowing a greater range of visitors to learn about and enjoy the agency's exhibitions and interpretation projects, publications and events.

- Prepare and manage budgets and schedules for individual projects to ensure all exhibitions and interpretation projects are delivered on time and in budget.
- Drive and monitor progress of project teams to achieve the best solutions during all phases of creative project development, installation and evaluation.
- Maintain project records and research data through the appropriate archiving systems to ensure information is recorded and accessible.
- Engage with all forms of media and technology to best communicate the agency's sites and stories to the widest possible audiences.

Key challenges

- Overcoming the communications, scheduling, resourcing and practical challenges arising from an agency dispersed over a number of sites to facilitate the successful delivery of exhibitions and interpretation projects.
- Balancing the need to grow and attract new and varied audiences with maintaining quality and business viability.

Key relationships

Internal

Who	Why
Head of Exhibitions and Interpretation	• Receive guidance and direction in relation to broad strategic direction and outcomes. • Provide regular updates on projects, issues and priorities
Exhibitions and Interpretation Team	• Manage project expectations by providing clear guidelines, advice and support to ensure projects are delivered on time and within budget. • Work constructively as team to ensure the team is functioning efficiently.
Development & Fundraising Team	• Liaise with to identify opportunities for grants and other partnership opportunities to support exhibitions and interpretation projects.
Project Teams	• Coordinate and supervise to maintain an overview of all aspects of the projects. • Maintain effective interaction and cooperation. • Coordinate the team, providing information and support to enable successful project outcomes.

External

Who	Why
Cultural organisations, local government, artists, community groups, heritage, arts and history sectors.	• Develop and maintain effective professional networks • Liaise with in regards issues relating to projects. • Liaise with facilitate the delivery of well-coordinated and creative projects and exhibitions. • Negotiate shared outcomes.
Contractors, consultants and other services providers.	• Liaise with in regards issues relating to projects. • Liaise with facilitate the delivery of well-coordinated and creative projects and exhibitions. • Negotiate shared outcomes. • Collaborate with during the tendering processes and developing contracts.

Role dimensions

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 records through the appropriate archiving and management of research through the agency's databases and systems.
- Maintains efficient lines of communication.
- Plans, prioritises and meets strict deadlines and manages multiple projects simultaneously.
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times.

Reporting line

This role reports to the Head of Exhibitions and Interpretation.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- A minimum of five years relevant experience working on the development, management, production and installation of complex projects, including multi-disciplinary exhibitions and a background in Australian history, cultural history, museum studies or an arts related field.
- NSW Drivers Licence
- Willingness to work across and ability to travel to multiple work locations.

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.
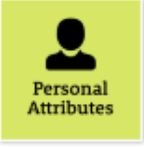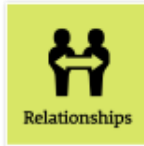
The capabilities are separated into focus capabilities and complementary capabilities.

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.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Keep up to date with relevant contemporary knowledge and practices • 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 and maintain a high level of personal motivation	Adept
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
Relationships	**Work Collaboratively** Collaborate with others and value their contribution	• Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	Adept
Relationships	**Influence and Negotiate** Gain consensus and commitment from others, and resolve issues and conflicts	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict	Adept
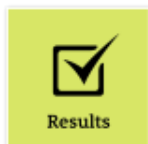
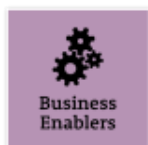|			
	Deliver Results Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Research and apply critical thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness	Adept
	Project Management Understand and apply effective planning, coordination and control methods	• Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects	Adept

|	Manage and Develop People	• Collaborate to set clear performance standards and deadlines in line with established performance development frameworks	Intermediate
	Engage and motivate staff, and develop capability and potential in others	• Look for ways to develop team capability and recognise and develop individual potential	
		• Be constructive and build on strengths by giving timely and actionable feedback	
		• Identify and act on opportunities to provide coaching and mentoring	
		• Recognise performance issues that need to be addressed and work towards resolving issues	
		• Effectively support and manage team members who are working flexibly and in various locations	
		• Create a safe environment where team members' diverse backgrounds and cultures are considered and respected	
		• Consider feedback on own management style and reflect on potential areas to improve	

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying 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
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
Relationships	Commit to Customer Service	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	Intermediate
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate

	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
	Manage Reform	Support, promote and champion change, and assist others to engage with change	Foundational