

Role Description

Senior Producer, 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	50073985
Classification/Grade/Band	Clerk Grade 7/8
Senior executive work level standards	Not Applicable
OSCA Code	272611
PCAT Code	1119192
Date of Approval	17 January 2020
Agency Website	http://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

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.

Who	Why
	• Negotiate shared outcomes. • Collaborate with during the tendering processes and developing contracts.

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 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 Driver's 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.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Be persistent, self-reflect and commit to learning	- Keep up to date with contemporary knowledge and practices - Seek and take advantage of opportunities to learn and apply new skills - Commit to achieving challenging goals - Seek and respond positively to constructive feedback and advice - Examine and reflect on your performance	Adept
 Relationships	Communicate Effectively Communicate clearly, pay attention to others and respond with understanding and respect	- Tailor communication to suit the needs, backgrounds and perspectives of diverse audiences and address barriers to participation - Clearly explain complex ideas and arguments to individuals and groups - Create opportunities for others to contribute - Share information with other teams and business units to enable informed decision-making - Write clearly and concisely in a range of styles and formats - Use contemporary communication channels to share information, engage and interact with diverse audiences - Pay attention and encourage others to express their views	Adept
 Relationships	Work Collaboratively Collaborate with others and value their contribution	- Encourage a workplace culture that values collaboration - Communicate with other teams to improve information sharing - Share lessons learned with other teams and business units - Identify opportunities to collaborate with stakeholders, including people with lived experience, to develop better processes and solutions - Actively use digital information platforms, collaboration tools and other digital technologies to share information and work with diverse audiences to solve problems and improve services - Consider diverse cultural perspectives to provide insights into collaborative work	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
 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 share and debate ideas to help reach a consensus - Recognise diverse perspectives and the need for compromise when negotiating mutually agreed outcomes - Influence others with a fair and thoughtful approach and sound arguments - Be sensitive and show understanding when resolving conflicts and differences - Manage challenging relationships with internal and external stakeholders - Anticipate and minimise conflict	Adept
 Results	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	- Use your own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes - Ensure staff understand expected goals and acknowledge staff success in achieving these - Identify the resources people need and ensure goals are achieved within budget and on time - Use business data to evaluate outcomes and inform continuous improvement - Identify priorities that need to change and ensure the way resources are allocated meets new business needs - Ensure you budget for and clearly state the financial impacts of new priorities	Adept
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Make recommendations based on evidence by researching and critically analysing information and identifying interrelationships - Anticipate, identify and deal with issues and potential problems that may impact organisational goals and the customer experience - Think creatively to come up with new ideas to resolve issues and improve customer experience - Seek input and ideas from people with different backgrounds and experiences - Participate in and contribute to team or business unit initiatives to resolve common issues or barriers to effectiveness - Identify and share business process improvements to enhance effectiveness - Analyse data and information to identify insights and communicate findings in a clear and meaningful way	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
 Business Enablers	Project Management Understand and use effective ways to plan, coordinate and control projects	- Understand all components of the project management process, including the need for change management to achieve 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 with stakeholders, including people with lived experience to inform the project strategy - Communicate the project's objectives and its expected benefits - Monitor the completion of project milestones against goals and take steps to address any problems - Evaluate progress and identify improvements to inform future projects	Adept
 People Management	Manage and Develop People Engage with and motivate staff, and develop their capability and potential	- Collaborate with your team to set clear performance standards and deadlines in line with established performance development frameworks - Look for ways to develop team capability and recognise and develop individual potential - Be constructive and build on strengths by giving timely feedback that people can act on - Identify and act on opportunities to coach and mentor others - Recognise performance issues that need to be dealt with and work promptly to resolve them - Effectively support and manage team members who are working flexibly and in different locations - Create a safe environment that considers and respects team members' individual differences, backgrounds and cultures - Reflect on feedback about your management style and potential areas where you can improve	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
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
 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
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Results	Demonstrate Accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate

Capability group/sets	Capability name	Description	Level
 Business Enablers	Technology	Understand and use available technology to maximise efficiencies and effectiveness	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and use procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
 People Management	Manage Reform and Change	Support and champion change, and help others to engage with change	Foundational