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| **Cluster** | Planning and Environment |
| **Agency** | The Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Curatorial, Collections & Exhibitions / Curatorial |
| **Location** | All MAAS sites. |
| **Classification/Grade/Band** | Senior Curator |
| **ANZSCO Code** | 224212 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 24 July 2017 |
| **Agency Website** | maas.museum |

Agency overview

The Museum of Applied Arts and Sciences (MAAS) is an executive agency of the New South Wales State Government. Embodying the best of design ingenuity and innovation, the Museum profiles one of the world’s great collections and is a highly successful interdisciplinary institution that sits at the intersection of the arts, design, science and technology and plays a critical role in supporting the brand and vision of the city.

Access to the Museum’s exceptional collection is a cornerstone of the vision, opening up opportunities for engagement, participation and research. Deepening audience engagement, bringing the collections to life through hands on experiences and offering a variety of pathways through ideas and information is key to the delivery of our programs for people of all ages across our three sites: the Powerhouse Museum in Ultimo, Sydney Observatory in The Rocks and the Museums Discovery Centre in Castle Hill.

The NSW Government is working with the Museum of Applied Arts and Sciences (MAAS) to build a truly iconic museum in Western Sydney. Planning will examine the possibility of an arts and cultural space in Ultimo that considers keeping some MAAS presence at the current Powerhouse Museum site.

Primary purpose of the role

Leads, develops and provides creative support and coordination of contemporary curatorial programming inclusive of, but not limited to, commissions, installations, exhibitions, festivals, interventions, talks and performances, conferences and residency programs; activities are delivered across digital and physical means; collaborates with diverse groups of cultural producers and practitioners, writers, designers, architects, visual and performing artists, academics, scientists, technologists, and cultural studies specialists amongst others to support MAAS as the leading museum of applied arts and sciences.

# Key accountabilities

* Work in an interdisciplinary manner across project teams and Museum initiatives and contribute to the conceptualisation and realisation of MAAS vision, mission and strategic direction.
* Produce, develop and commission innovative contemporary multi-disciplinary projects and contributes to all aspects of MAAS experiences including, but not limited to, exhibitions, visible collection storage, public and education programs, festivals and events.
* Establish and maintain a professional network; to build relationships, to share knowledge and information, to develop business networks and partnerships, to develop the collection, to provide identifiable benefits and advocate for MAAS and to represent MAAS in external forums as required.
* Contribute to the strategic identification, development and delivery of exhibitions, collection displays, commissions, online content, public programs and related multidisciplinary projects and initiatives across all MAAS sites; inclusive of but not limited to, planning, scheduling, exhibition preparation, movement, transportation, installation and dismantling of objects and exhibition related materials
* Oversee and manage contemporary curatorial programs and projects covering collection development, research, reporting, evaluation, fundraising, interpretation and access through a multidisciplinary approach to exhibitions, commissions, initiatives and related projects, online and print content, public and educational programs.
* Develop a contemporary strategy that meets MAAS’s strategic objectives and provide high level advice and support to the Head of Curatorial.
* To serve as an object courier on behalf of MAAS as required.
* Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, ensuring all areas under supervision are monitored for WH&S risks and hazards and are reviewed regularly.

Key challenges

* Ensure MAAS is positioned as the leading museum of applied arts and sciences.
* Develop and maintain stakeholder relationships to align to MAAS strategies and business needs, and build a donor support base for contemporary projects.
* Ensure exhibitions, programs and projects are framed and delivered in terms of clearly defined and articulated outcomes/audiences/users.
* Manage multiple projects, issues, approved budgets and schedules effectively to best support museum programs and exhibitions.
* Work collaboratively with Museum staff who are physically distributed across multiple sites.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Head of Curatorial | * Receive overall direction, instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed |
| Curatorial Team | * Collaboratively working to optimise opportunities and shared programming |
| Strategic Collections and Production Teams | * Works collaboratively to ensure an integrated organisation approach to cross-disciplinary initiatives |
| Marketing and Development Team; Programs and Engagement Department | * Working collaboratively to ensure excellence in external and internal communication around collection access and delivery of programs, exhibitions and events |
| **External** |  |
| Curators, academics, authors, cultural practitioners | * To ensure excellence in customer service, and maximise opportunities and advocate for MAAS through ongoing and new relationships |
| Peers from cultural organisations nationally and internationally | * To provide thought leadership and champion contemporary projects at MAAS |
| Sponsors, donors, lenders collectors, experts | * Works collaboratively with Development and External Affairs to provide high-level support in developing contemporary projects |
| MAAS Visitors | * Representing MAAS and its activities and policies |

# Role dimensions

## Decision making

Fully accountable for the delivery of exhibitions, projects, commissions and initiatives on time, within, budget and to expectations in terms of quality, deliverables and outcomes. Refers to Head of Curatorial for decisions requiring significant change, project outcomes or timeframes; are likely to escalate and create contentious precedent; require a high administrative or financial delegation; or submission to Executive. Has a high degree of autonomy to achieve agreed business objectives and performance criteria within approved work and project plans.

## Reporting line

Head of Curatorial

## Direct reports

Assistant Curators (casual as required)

## Budget/Expenditure

N/A

Essential requirements

1. A relevant tertiary qualification, preferably at post graduate level, combined with demonstrated curatorial experience within a major museum or gallery or as an independent curator and with a proven record of scholarly achievement and original publication.

2. Proven record of initiating, curating and delivering exhibitions of excellence within a strong, original, insightful and responsive curatorial vision.

3. Demonstrated experience in working in a multi-disciplinary arts producer and commissioning role with diverse groups of cultural producers and practitioners, writers, designers, architects, visual and performing artists, academics, scientists, technologists, and cultural studies specialists amongst others.

4. Excellent written and oral communication skills; IT literate, analytical and decision making skills; project management and strategic planning skills.

5. Demonstrated experience identifying opportunities to secure external funding/assistance/revenue to support MAAS contemporary projects and initiatives.

# 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](http://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** |
|  | Display Resilience and Courage | Adept |
| Act with Integrity | Adept |
| **Manage Self** | **Adept** |
| Value Diversity | Adept |
|  | **Communicate Effectively** | **Advanced** |
| Commit to Customer Service | Adept |
| **Work Collaboratively** | **Advanced** |
| **Influence and Negotiate** | **Adept** |
|  | **Deliver Results** | **Advanced** |
| **Plan and Prioritise** | **Adept** |
| Think and Solve Problems | Adept |
| Demonstrate Accountability | Adept |
|  | Finance | Adept |
| Technology | Adept |
| Procurement and Contract Management | Adept |
| **Project Management** | **Advanced** |
|  | Manage and Develop People | Adept |
| **Inspire Direction and Purpose** | **Adept** |
| Optimise Business Outcomes | Adept |
| Manage Reform and Change | Adept |

## 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**  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 | | Advanced | | Present with credibility, engage varied audiences and test levels of understanding  Translate technical and complex information concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Actively listen and encourage others to contribute inputs  Adjust style and approach to optimise outcomes  Write fluently and persuasively in a range of styles and formats |
| **Relationships**  Work Collaboratively | | Advanced | | Build a culture of respect and understanding across the organisation  Recognise outcomes which resulted from effective collaboration between teams  Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government  Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions |
| **Relationships**  Influence and Negotiate | | Adept | | 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 and explain the need for compromise  Influence others with a fair and considered approach and sound arguments  Show sensitivity and understanding in resolving conflicts and differences  Manage challenging relations with internal and external stakeholders  Pre-empt and minimise conflict |
| **Results**  Deliver Results | | Advanced | | Drive a culture of achievement and acknowledge input of others  Investigate and create opportunities to enhance the achievement of organisational objectives  Make sure others understand that on-time and on-budget results are required and how overall success is defined  Control output of business unit to ensure government outcomes are achieved within budget  Progress organisational priorities and ensure effective acquisition and use of resources  Seek and apply the expertise of key individuals to achieve organisational 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  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 |
| **Business Enablers**  Project Management | | Advanced | | Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts  Access key subject-matter experts’ knowledge to inform project plans and directions  Implement effective stakeholder engagement and communications strategy for all stages of projects  Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning  Develop effective strategies to remedy variances from project plans, and minimise impacts  Manage transitions between project stages and ensure that changes are consistent with organisational goals |
| **People Management**  Inspire Direction and Purpose | | Adept | | Promote a sense of purpose within the team and enable others to understand the strategic direction of the organisation  Translate broad goals into operational needs and explain the links for the team  Link team performance goals to team/unit goals to ensure implementation of government policy  Ensure team objectives and outcomes lead to implementation of government policy  Recognise and acknowledge high individual/team performance |