

Museums & Galleries NSW

POSITION DETAILS	
Programs and Services Officer	
Position Grade	Officer
Staff reporting to position	None
Position Purpose	<p>This position will work closely with the General Manager, Programs & Services to implement and support programs for community and regional museums, galleries and collecting organisations within local government areas.</p> <p>The position will coordinate and support meetings and other activities of the reference committees.</p> <p>This position will play an important liaison & networking role across a diverse range of organisations in the museums and galleries sector.</p> <p>This position will work with the General Manager, Programs & Services, and other key M& G NSW staff as appropriate to deliver museum development advisory services.</p>
Key Challenges	<p>Working in a small organisation where a diverse range of activities and competing deadlines is required.</p> <p>Being organised and flexible in order to manage competing deadlines and Program support to participants.</p> <p>Working with regionally-based organisations across the state through distance communication (where face-to-face is not possible).</p> <p>Working with a large dispersed volunteer and professional museum and gallery sector.</p> <p>Working in a not-for-profit organisation with limited resources.</p>
Major Responsibility Areas and Key Result Areas (KRA's)	
<u>Program Coordination & Advice</u>	<u>KRAs</u>
Develop and support the delivery of professional development seminars, workshops, Master Classes and related events for the Programs & Services team, working with project managers throughout the organisation as well as external partners.	Program events and services are delivered to the sector in an efficient and timely manner
Oversee event management and registration processes, working with project managers, marketing and administration staff.	Registration and financial processes operate in an efficient and timely manner, budgets are managed effectively.

Implement evaluations and reports for the Programs and Services team.	Annual program of events is reported on, for internal evaluation and planning as well as external acquittal purposes.
Participate in planning, and provide support for, reference meetings for the Programs & Services team.	Effective records are created and maintained, minute taking is accurate, liaison with colleagues is timely.
Research & develop information for advice to the sector & stakeholders, liaising where appropriate with other service providers Respond to technical enquiries and provide information in relation to M&G NSW programs	Effective and accurate information is prepared and presented in format appropriate to sector. Enquiries are answered and information provided in a timely and professional manner
<u>Administrative Coordination</u>	<u>KRAs</u>
Establish and maintain records and draft and distribute minutes	Effective and accurate minutes and records are drafted & distributed in a timely manner
In consultation with GM, Programs & Services coordinate events and meetings, liaising with consultants, contractors, venues, caterers & speakers as required	Coordination of events and meetings are delivered efficiently, on time and within budget
Support the development of program management policies, schedules and promotions, working with Programs and services team and other M&G NSW staff as required. In consultation with the Programs & Services staff promote programs and other special projects as required	Effective planning is implemented, working files maintained and accurate information is presented in a format appropriate to the sector. Effective and accurate information is prepared and presented in format appropriate to sector
<u>Other Requirements</u>	
Contribute to Board Reports as required	
When appropriate provide advice to senior management on perceived key developments and issues for the sector	
Provide information to the sector and contribute to development activities as required	

Competencies	
Demonstrated excellent communication skills both written and verbal, strong inter-personal skills and excellent public speaking/presentation skills	
Ability to work with both professional and volunteer staff in museums and galleries	
Effective program management and implementation skills Ability to research effectively	
Highly organised with effective personal time management skills, and an ability to work in a busy environment with conflicting demands	
High word-processing skills and computer literacy including Excel and Filemaker	
A full current drivers licence is desirable	
Essential Education & Experience Profile	
Tertiary qualifications in a relevant discipline are essential	
At least 3 years relevant experience in a cultural/not-for-profit organisation, and a sound understanding of museum practice and theory	
Knowledge of museums and galleries development in regional Australia	
Experience in the development and presentation of public programs, workshops and skill development activities	
Project management and budgeting experience with the ability to coordinate more than one project simultaneously	
Sound working knowledge and experience of computer applications including spreadsheet and database management	
Desired Experience Profile	
Qualifications in museum studies/gallery administration are highly desirable	
Previous experience in a relevant area is desirable, but relevant experience in cultural development areas may be considered.	
Working with on line and new media	
Working in regional areas and/or in local government	
Working with volunteers or community groups	
Project management and budgeting experience with the ability to co-ordinate more than one project e=simultaneously	
Role Dimensions	
Budget	No
External Relationships	This position will have interaction with: community volunteer-based museums, regional museums and galleries, Aboriginal cultural centres and Keeping Places, the staff of cultural institutions in NSW, Local Government Officers, other NSW/Australian service providers

Organisation Chart	
Reports To	General Manager, Programs & Services
Dotted-Line Report	CEO (GM- P&S)
Reporting to this Position	None
Other Information	
Salary Package Range \$34,500-36,000 PA inc Super and loadings Visit the M& G NSW web site: www.mgnsw.org.au	
Confirmation	
Incumbent's Name	Date
Manager's Name	Suzanne Bravery Date