

Position Description

Position:	Museums Coordinator
Location:	The Rocks, Sydney
Reporting to:	Sector Development Manager
Direct Reports:	n/a
Organisation Objective:	To support small to medium galleries, museums and Aboriginal cultural centres in NSW to maximise their impact and help create strong and thriving local communities.
Primary Objectives:	This position is responsible for the provision of support to the Sector Development Manager to enable the development of the small to medium museum sector and collections within NSW, with a particular focus on the volunteer sector. It also coordinates a range of devolved grants and funded programs and provides support to the Museum Programs and Collections Manager in the development and implementation of M&G NSW strategic and business plans. The role also supports other initiatives of the organisation, including supporting programs for the small to medium gallery sector.
Specific Accountabilities:	<ul style="list-style-type: none"> • Delivery of Standards Program • Delivery of museum grants programs • To network and liaise across a diverse range of organisations and individuals, in the museum and gallery sector • Contribute to the preparation of board papers, grant applications & acquittals as required
Functions & Tasks:	<p>This role is responsible for:</p> <ul style="list-style-type: none"> • Coordinating and implementing the delivery of the Standards Program • Coordinating and supporting meetings and other activities of the Standards Review Committee • Coordinating and implementing the delivery of grant programs including: <ul style="list-style-type: none"> ○ Volunteer Museum grants <p>Other areas of responsibility:</p> <ul style="list-style-type: none"> • Supports meetings of the Museum Advisor network • Coordinates and supports meeting for the LGNSW Museums Managers group • Contributes to discussion papers and submissions as required • Contributes to Board papers as required • Implements one off projects as required • Coordinates/ implements professional development events as required • Contributes content for M&G NSW's social media platforms • Delivers presentations to the sector on programs as required • Trains casual and projects staff as required
Tertiary Qualifications:	Tertiary degree in Museum Studies (or related field) or equivalent experience working in the museum sector (paid or unpaid)
Knowledge and Experience:	<ul style="list-style-type: none"> • Excellent organisational skills with demonstrated ability to work independently and as part of a team • Demonstrated excellent communication skills both written and verbal, strong inter-personal skills, matched with excellent public speaking/presentation skills

	<ul style="list-style-type: none"> • Ability to work with both professional and volunteer staff in museums and galleries throughout NSW and beyond • Working knowledge and understanding of museum and collection sector practice, issues and priorities • Demonstrated ability to work co-operatively and flexibly. • Project coordination and budgeting monitoring experience with the ability to coordinate more than one project simultaneously • Excellent computer skills including word-processing, data-base, web and publication design programs
Core Behavioural Competencies:	<ul style="list-style-type: none"> • Network & client relationship building • Projects enthusiasm and motivation • Responsive to organisational and team needs • Attention to detail
Specific conditions of employment	<ul style="list-style-type: none"> • Full time (35 hours/wk) • 4 weeks annual leave • 10 Days personal leave • Long service leave in line with M&G NSW policy • Time in Lieu in line with M&G NSW policy • Parental Leave in line with M&G NSW policy • Code of Conduct in line with M&G NSW adopted code • Flexible work arrangements as mutually agreed
Core Values:	<ul style="list-style-type: none"> • Respect for Aboriginal people and their right to cultural ownership and more generally for the diversity of opinion and knowledge^[SEP] • Relevance to contemporary cultures, government policy, industry, community and sector needs • Collaboration to develop and deliver services^[SEP] • Inclusivity of diversity of practices, range of knowledge, access, disability and special needs^[SEP] • Integrity be trustworthy, accountable and transparent
Other Requirements:	<ul style="list-style-type: none"> • Ability to travel to other locations as required. • NSW Drivers licence.

* This is not an exhaustive list of responsibilities and duties.