

## Position Description

<b>Position:</b>	Museums Coordinator
<b>Location:</b>	The Rocks, Sydney
<b>Reporting to:</b>	Sector Development Manager  Liases with: <ul style="list-style-type: none"> <li>• Project Manager – Storyplace</li> <li>• Training and Engagement Manager</li> </ul>
<b>Direct Reports:</b>	n/a
<b>Organisation Objective:</b>	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.
<b>Primary Objectives:</b>	This position is responsible for the provision of support to the Sector Development Manager to enable the development of the small to medium museums and collections sector within NSW, with a particular focus on the volunteer sector.
<b>Specific Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Delivery of Standards Program</li> <li>• Delivery of Volunteer Museum Small Grant program</li> <li>• To network and liaise across a diverse range of organisations and individuals, in the museum and gallery sector</li> <li>• Contribute to the preparation of board papers, grant applications &amp; acquittals as required</li> </ul>
<b>Functions &amp; Tasks:</b>	<p>This role is responsible for:</p> <ul style="list-style-type: none"> <li>• Coordinating and implementing the delivery of the Standards Program</li> <li>• Coordinating and supporting meetings and other activities of the Standards Review Committee</li> <li>• Coordinating and implementing delivery of Volunteer Museum grant program</li> <li>• Coordinates and supports meeting for the LGNSW Museums Managers group</li> <li>• Working with Sector Development and Training and Engagement Managers to support delivery of professional development program for small to medium sector in NSW including presenting workshops</li> <li>• Support development of Storyplace in consultation with Project Manager – Storyplace</li> <li>• Identify and support funding pathways for small to medium museums and collections sector</li> <li>• Supports meetings of the Museum Advisor network</li> <li>• Contributes to discussion papers and submissions as required</li> <li>• Contributes to Board papers as required</li> <li>• Implements one off projects as required</li> <li>• Coordinates/ implements professional development events as required</li> <li>• Contributes content for M&amp;G NSW's e-newsletter and social media platforms</li> <li>• Delivers presentations to the sector on programs as required</li> </ul>
<b>Tertiary Qualifications:</b>	Tertiary degree in Museum Studies (or related field) or equivalent experience working in the museum sector (paid or unpaid)

<b>Knowledge and Experience:</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills with demonstrated ability to work independently and as part of a team</li> <li>• Demonstrated excellent communication skills both written and verbal, strong inter-personal skills</li> <li>• Excellent public speaking/presentation skills</li> <li>• Experience in planning, scheduling and running meetings</li> <li>• Ability to work with both professional and volunteer staff in museums and galleries throughout NSW and beyond</li> <li>• Working knowledge and understanding of museum and collection sector practice, issues and priorities</li> <li>• Demonstrated ability to work co-operatively and flexibly.</li> <li>• Project coordination and budget monitoring experience with the ability to coordinate more than one project simultaneously</li> <li>• Excellent computer skills including word-processing, data-base, web and publication design programs</li> </ul>
<b>Core Behavioural Competencies:</b>	<ul style="list-style-type: none"> <li>• Network &amp; client relationship building</li> <li>• Projects enthusiasm</li> <li>• Self motivated</li> <li>• Responsive to organisational and team needs</li> <li>• Attention to detail</li> </ul>
<b>Specific conditions of employment</b>	<ul style="list-style-type: none"> <li>• Full time (35 hours/wk)</li> <li>• 4 weeks annual leave</li> <li>• 10 Days personal leave</li> <li>• Long service leave in line with M&amp;G NSW policy</li> <li>• Time in Lieu in line with M&amp;G NSW policy</li> <li>• Parental Leave in line with M&amp;G NSW policy</li> <li>• Code of Conduct in line with M&amp;G NSW adopted code</li> <li>• Work from Home provision in line with M&amp;G NSW policy</li> </ul>
<b>Core Values:</b>	<ul style="list-style-type: none"> <li>• <b>Respect:</b> We value Aboriginal people and their right to cultural ownership and their need for cultural self-determination.</li> <li>• <b>Relevant:</b> We remain relevant to contemporary cultures, government policy, industry, community and sector needs.</li> <li>• <b>Collaborative:</b> We embrace a spirit of sharing, partnering and learning.</li> <li>• <b>Inclusive:</b> We believe that diversity across cultures, people, abilities and geography represents a strong sector and organisation.</li> <li>• <b>Ethical:</b> We are trustworthy, accountable and transparent, and work consciously to increase diversity and environmental sustainability.</li> </ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Ability to travel to other locations as required.</li> <li>• NSW Drivers licence.</li> </ul>

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