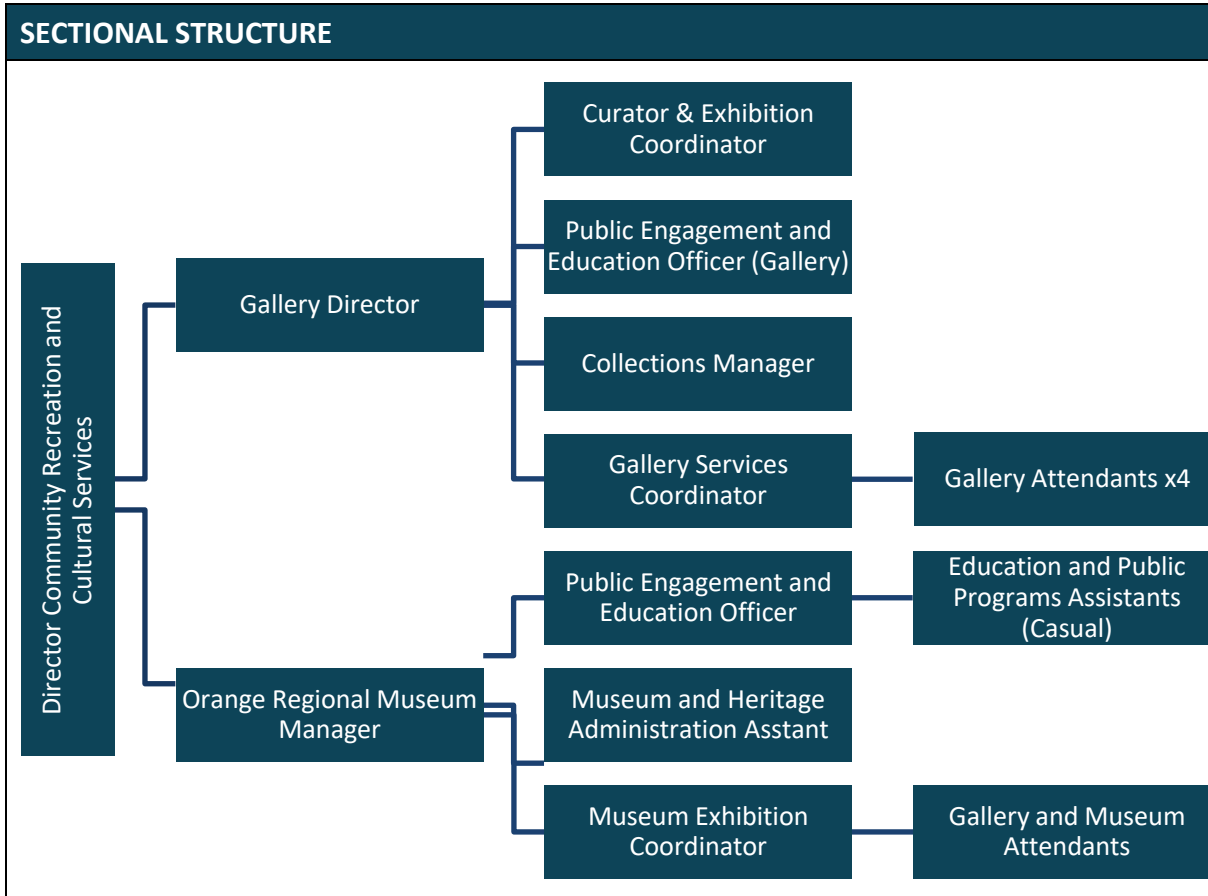


POSITION TITLE:	Museum Exhibition Coordinator
POSITION NUMBER:	TBC
DIVISION:	CRAC
SECTION:	Museum
GRADE:	8
DELEGATIONS:	Nil
POSITION FTE HOURS:	35

PRIMARY PURPOSE

To assist in the delivery of the Museum’s temporary and travelling exhibition program including the coordination of external travelling exhibitions and the project planning and management of internally generated and co-produced temporary and longer-term exhibitions and displays.

SECTIONAL STRUCTURE



SELECTION CRITERIA

Qualifications/Licences

- Tertiary degree qualifications in Museum Studies or relevant field including arts managements, curatorial studies and history or equivalent
- Current Class C Driver's Licence

Skills and Experience

- Experience in a similar role including demonstrated experience in exhibition development and delivery
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
- Demonstrated project management experience
- Experience in managing budgets for small-scale projects
- High level communication skills both verbal and written including the capacity to interact with the public while maintaining effective customer service and relationship management
- Well-developed computer literacy skills in the use of a variety of computer software packages including applications and systems used within museums and galleries
- Proven ability to work unsupervised
- Ability to work flexible hours on week days and some weekends
- Demonstrated ability to work and contribute as part of a team and also work without direct supervision
- Demonstrated ability to model Council's key values and desired behaviours

KEY ACCOUNTABILITIES/DUTIES

- Manage exhibitions, displays and special projects from initial concept through to successful delivery in consultation with the Museum Manager
- Prepare exhibition project plans, schedules and detailed costings and oversee the design, production and installation of exhibitions in consultation with the Museum Manager to ensure that each project meets the identified objectives while complying with regulatory and WHS requirements
- Contribute to the logistic, technical, and creative development of exhibition projects
- Facilitate technical teams including Museum staff and Orange City Council personnel to produce exhibitions
- Plan, procure, and manage the work of external contractors in relation to exhibition projects to ensure they are delivering on project expectations and meeting WHS requirements
- Oversee resources, monitor budgets and respond to stakeholder queries, to ensure outcomes are achieved on time and within budget
- Manage staff rostering of casual Attendants for exhibition installation and de-installation, provide necessary staff supervision, and ensure completion of timesheets as required

- Liaise with touring exhibition providers for the coordination and management of incoming and outgoing travelling exhibitions including such issues as costs, design, logistics, promotional requirements, style guides, catalogues, freight, invoicing, and venue reporting
- Manage internal communications to ensure relevant stakeholders are informed about exhibition changeovers, deliveries and activities that may affect their area of operation
- Manage the ongoing maintenance of exhibitions and displays to identify and initiate repair works as required to ensure the Museum's exhibitions and displays are well-presented and fully-functioning
- Manage the Museum's back of house areas for safe and efficient exhibition changeovers and projects
- Maintain records relating to exhibition projects to ensure the appropriate archiving and management of research, assets and exhibition documentation
- Provide support across collections, education and public programming as required as part of a small team
- Make recommendations for improvement in procedures, policies and processes and develop, implement, monitor and review risk assessments, Safe Work Method Statements and Standard Work Procedures for the planning, management and delivery of exhibitions
- Comply values and behaviours, and work health and safety responsibilities, as amended from time to time. with Council's Code of Conduct, relevant policies and procedures

POSITION CAPABILITIES

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The capabilities highlighted are the focus capabilities for this position:

Personal Attributes	<p>Ownership – Coaches “Shares it” <i>Take responsibility and ownership of work and delivering commitments to quality standards</i></p> <ul style="list-style-type: none"> • Is prepared to make decisions within own level of authority • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Identifies and manages other risks in the workplace
	<p>Manage Self – Coaches “Shares it” <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i></p> <ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships	<p>Influence and Negotiate – Demonstrates “Achieves it” <i>Persuade and gain commitment from others, and resolve issues and conflicts</i></p> <ul style="list-style-type: none"> • Builds a network of work contacts across the organisation • Approaches negotiations in the spirit of cooperation • Puts forward a valid argument using facts, knowledge and experience • Asks questions to understand others’ interests, needs and concerns • Works with others to generate options that address the main needs and concerns of all parties
Results	<p>Plan and Prioritise – Coaches “Shares it” <i>Plan and organise work in line with organisational goals, and adjust to changing priorities</i></p> <ul style="list-style-type: none"> • Consults on and delivers team/ unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
	<p>Deliver Results – Demonstrates “Achieves it” <i>Achieve results through efficient use of resources and a commitment to quality work</i></p> <ul style="list-style-type: none"> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget

Finance, Procurement and Contracts – Coaches “Shares it”

Understand and apply procurement and financial processes to ensure effective cash handling, purchasing and contract performance in line with legislation and policy

- Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition
- Applies high standards of financial probity with public monies and other resources
- Identifies, monitors and mitigates financial risks
- Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers and take appropriate to manage it.
- Delivers open, transparent, competitive and effective procurement processes \
- Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met

CORPORATE VALUES

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council’s corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council’s Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

WORK HEALTH AND SAFETY RESPONSIBILITIES

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council’s WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and WHS Team within 24 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment

- Complying with emergency and evacuation procedures and site rules if applicable
- Provide a safe workplace, with ultimate responsibility for ensuring due diligence and compliance under Work Health and Safety including WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

GENERAL

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

NAME OF EMPLOYEE	
SIGNATURE	
DATE	