

Position Description

Head La Perouse Museum

March 2021

DETAILS

Team and Department	Economic Development and Placemaking
Division	Community and Culture
Supervisor	Manager Economic Development and Placemaking Curator First Nations Museum Officer Visitor Experience Officer (PPT)
Direct Reports	Casuals at La Perouse Museum (indirect)
Grade	18
Delegation of Authority	
Budget	Up to \$250,000.00 2d. Our cultural diversity is appreciated and respected 2b: Strong partnerships between the Council, community groups and government agencies
City Plan Directions	7a. Our heritage is recognised, protected and celebrated

PURPOSE

The Head La Perouse Museum leads Randwick Council's primary cultural institution, as it continues on an exciting journey towards becoming part of a First Nations Cultural Precinct.

The role leads a team of three museum and cultural professionals and manages all aspects of the La Perouse Museum services including the delivery of authentic, diverse and engaging exhibitions, public programs, education initiatives and visitor experiences that share the many complex stories of this remarkable area.

A key focus of the role is maintaining and developing close partnerships with the La Perouse Aboriginal community as a key stakeholder, to together realise a bold vision that celebrates culture, community connection and contemporary stories.

Guided by our Arts and Culture Strategy and a four-year Museum Strategic Plan, the Head La Perouse Museum and the team will continue to provide a high-quality, best-practice service to visitors, stakeholders and the broader community.

KEY ACCOUNTABILITIES

1. Lead the development, expansion and raised profile of the La Perouse Museum towards Randwick Council's leading First Nations cultural facility



INTEGRITY – CUSTOMER FOCUS – ACCOUNTABILITY – RESPECT – EXCELLENCE

2. Maintain and develop high-level relationships and partnerships with the La Perouse Aboriginal Community as a key stakeholder in the development of the Museum
3. Provide strategic direction through planning and high-level partnerships and collaborations to further the growth and success of the Museum, including identifying and securing major funding opportunities for the Museum and its development, and develop and nurture productive relationships with primary stakeholders
4. Manage and support staff and casuals to deliver the Museum's operations, projects and strategic direction, ensuring visitor experience as a priority
5. In consultation with the Manager Economic Development and Placemaking, set operational, programming budgets and identify key capital / maintenance projects, oversee delivery and spend against set targets, and seek external forms of revenue to make the Museum financially sustainable
6. Participate on strategic committees, projects, and committees to inform Council's Arts and Cultural Strategy, and contribute as a key member of the Project Control Group on the La Perouse Museum Redevelopment Project
7. Oversee and develop strategies for collections management as outlined in the 2025-2030 Collection Policy i.e. collections development, documentation, preventive and remedial conservation, research and promotion
8. Identify, develop and implement engaging and diverse exhibitions that meet the needs and interests of visitors, reflect the Museum's themes and profile the Museum's collections and stories especially First Nations programming
9. Work with the Museum Officer and Curator First Nations to develop and manage exhibition project plans and work plans which address timeframes, funding needs, procedures, spaces and resource requirements.
10. Development education and lifelong learning programs and seek external funding to develop this key Museum function
11. Oversee and coordinate Facilities Management and improved visitor experience on every level
12. Comply with Council's adopted financial management policies and procedures and assist Curatorial Assistant with financial operational processes i.e. quotes, bonds, invoices and refund requests.
13. Develop reporting mechanisms for visitor data, program and exhibition outcomes, and Departmental reporting needs.
14. Contribute to a culture of continuous improvement, including identifying potential efficiencies, opportunities, and enhancements in the delivery of services.

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Formal tertiary qualifications in a relevant discipline such as museology, visual arts, cultural heritage management or history, or equivalent significant professional experience
2. Proven experience in working with First Nations communities including demonstrable and authentic outcomes in First Nations partnerships, co-designed projects and initiatives
3. Demonstrated ability and significant experience in managing a museum and/or gallery
4. Proven administrative, analytical, and strategic planning skills, and proven financial ability to organise and manage a budget and to monitor ongoing financial performance.
5. Extensive knowledge of museum practices including community engagement, curating, collections management, and exhibition design and installation.
6. Experience in managing staff and volunteers. Demonstrated ability and experience in training staff to provide sound knowledge about museum collections and exhibitions to engage and meet the needs, interest and experiences of museum audiences.
7. High level interpersonal skills and demonstrated ability to develop and maintain effective working relationships with internal and external stakeholders. Demonstrated success in fundraising and community outreach with expertise in establishing stakeholder, community, and funding partnerships.

8. Exceptional oral and written communication skills, including demonstrated ability to prepare clear and concise documentation and reports.
9. Strong ability to identify and resolve problems, think creatively and laterally, and implement improved work practices.
10. Strong ability to plan, prioritise, resource, program, and design museum projects.
11. Ability to foster creativity and innovation in promoting the themes, mission and vision of the museum.
12. Sound knowledge of local history and/or genuine interest in learning it.
13. A NSW Working with Children Clearance, as per the Child Protection (Working with Children) Act 2012, obtained via the Office of the Children’s Guardian.
14. Class C driver’s licence.

DESIRABLE

1. Understanding of purchasing and procurement policies and processes.
2. Proficiency using social media and other digital communication platforms.
3. First Aid certificate.

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	YES
Good driving record or possession of a driving licence required	YES
Specify licence type:	C
Position required to make a disclosure of pecuniary interest	YES
Criminal History Check	YES

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct

All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy