

Position Description

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| Position title: | Head of Exhibitions & Cultural Collections |
| Work location: | Across Museum and Library facilities |
| Directorate: | Creative & Community Services |
| Reports to: | MALL Director |
| Direct reports: | 6 |
| Salary Point: | SP18 |
| Decision making: | Level 4 Management Hierarchy |
| Date revised: | April 2023 |

Council Overview

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Museum Archive Libraries & Learning (MALL) service unit is part of the Creative & Community Services Directorate and this role reports to the Director of MALL.

What's it like working at the City of Newcastle?

We are focused on making a difference in our community and achieving our vision of **creating a liveable, sustainable, inclusive global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

What is the focus of this position?

Head of Exhibitions & Cultural Collections is a vital member of MALL's senior leadership team to plan and execute the vision, direction and strategic future of MALL, as well as playing a significant strategic role in contributing to the cultural direction of MALL, driving and leading the narrative, cultural collections and reputation of our service unit and the City of Newcastle.

What you will be doing:

- Lead the Cultural Collection Management, Curatorial, Archives and Exhibition teams, in the development of an ambitious four-year exhibition program across multiple sites and the development and management of our diverse multidisciplinary cultural collection.
- Lead and develop forward planning, policy and the strategic leadership of MALL specifically in relation to cultural collections, exhibitions, sector development and engagement with the narrative of identity.
- Collaborate with MALL Director to analyse and strategically plan for future MALL projects collection, storage, structure and exhibitions for a minimum of 10 years into future by developing and managing a range of internal and external partnerships that are consistent with the strategic directions of the Community Strategic Plan and MALL objectives.
- Manage and oversee all aspects of planning and executing long term cultural collection management, sector development and exhibitions
- Lead the development and implementation of the MALL's strategic plan in order to ensure Newcastle Museum, Fort Scratchley, and Newcastle Libraries contribute to promoting Newcastle as an attractive tourist destination, leading leaders for the benefit our diverse and significant heritage collection and our city.
- Lead cultural direction of MALL program through the delivery of high-quality exhibitions of national significance that demonstrate museum and archive leadership on a national level.
- Responsible for preparation and implementation of relevant policies, strategies and team leadership to develop and champion best practise in GLAM sector development, collection management and interpretation. Manage contracts, liaise and negotiate with community stakeholders and with donors or other institutions on incoming and outgoing collections including logistics, intellectual property rights, staff, volunteer and contractor management.
- Manage the development, research, curation and writing of original temporary, travelling, and permanent exhibitions that engage the community and service their needs. The exhibitions shall tell Newcastle's stories, and be dynamic, innovative, high quality and cost effective. Oversight and mentoring of the team to produce interpretative and critical written material related to the exhibition program.
- Responsible for managing significant risk management objectives of a financial and reputational nature.
- Define, develop and lead the delivery of strategies in relation to industry best practice in collection management, curatorial practice, registration, conservation and the storage and display.
- Manage the diverse and significant Newcastle Museum collection and Newcastle Libraries Archive collection including sourcing, analysing, researching, valuation and promotion of collection.
- Prepare, analyse, monitor, and report on budgets and performance relevant to strategic initiatives, programs or partnerships, within established time frames in accordance with CN processes. Source, manage and write grant and award applications.
- Prepare and deliver conference papers and information sessions, media, training or briefings on behalf of Newcastle Museum and City of Newcastle. Provide an accurate, original and efficient collection information to media, City of Newcastle and MALL stakeholders. Contribute to online and print publishing focussed on the collection and exhibitions.
- Promote and enhance the professional image of the MALL within and external to CNI by providing a high standard of customer service through courteous and professional interaction and externally through a strong community, business and media support network

- Any other accountabilities or duties as directed by the Manager which are within the employee's skill, competence, and training.

The essentials you'll need:

- Bachelor's degree in Library Studies, History, Art, Education, Science, Museum Studies and/or equivalent relevant qualifications, and extensive industry experience.
- Significant experience commensurate with the position of a Senior Manager in a cultural institution, with a demonstrated expertise and emphasis on diverse and complex collection management, research and exhibition development.
- Demonstrated leadership ability to mentor, coach, inspire and develop all levels of staff in a multidisciplinary team to achieve project objectives and deliver high quality services to the community within the responsible financial framework.
- Proven ability to develop a collection through research, exhibition, acquisition and documentation with a deep understanding of international museum standards and practices supported by demonstrable relevant experience.
- Exceptional communication, writing, and presentation skills and proven ability to engage a diverse range of stakeholders in a strategic manner and ability to communicate within a complex environment.
- Substantial demonstrated ability in problem solving/decision making across a broad range of complex issues relevant to cultural institution development and collection management.
- Demonstrated excellent negotiation, problem-solving, interpersonal, time management, change management and project management skills and the ability to determine priorities and manage competing demands.
- Works collaboratively with honesty and transparency and encourages bold ideas and supports freedom of expression, innovation, and diversity.
- Demonstrated, highly developed personal capabilities including a strategic and growth mindset; an agile, flexible, and positive attitude; and strong personal leadership and accountability.
- Demonstrated commitment to compliance and the promotion of WH&S.

Other valuable skills you may have:

- Experience working in a Local or State Government owned cultural institution
- Advanced knowledge of Australian History

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

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| Employee Name: | |
| Employee Signature: | |
| Date: | |