

Senior Producer, First Nations

(ID – Aboriginal)



Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Department/Agency	Australian Museum
Division/Branch/Unit	First Nations
Role number	51020683
Classification/Grade/Band	Clerk Grade 7/8
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Agency Website	https://australian.museum/

Agency overview

Australian Museum (AM) is located on the homelands of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past, present.

The Australian Museum (AM) operating within the NSW Department of Creative Industries, Tourism, Hospitality and Sport cluster, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: *To ignite wonder, inspire debate and drive change.*

The AM vision is: *To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.*

For more information, visit the [website](#).

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

Primary purpose of the role

The Senior Producer, First Nations contributes to the development and delivery of high-quality First Nations content for projects-based work (including an upcoming Message Sticks exhibition and the new permanent Aboriginal and Torres Strait Islander Exhibition), and associated publications and web assets. The role

holder will be well versed in co-designing content or programs with communities and delivering projects and programs within specific timelines and budgets.

A key role in the First Nations Collections & Engagement team, the role-holder will conduct research and consultation, liaising closely with relevant AM teams, content contributors and community members to deliver projects and programs. The role holder will understand how to develop written content and projects with respect to Indigenous cultural and Intellectual Property.

Key accountabilities

- Support the Head of Collections & Engagement (Aboriginal & Torres Strait Islander) and the Director, First Nations in the production of high quality First Nations content for exhibitions, digital platforms, programs, and communications, ensuring content is culturally accurate, accessible, and appropriate for diverse audiences while aligning with the Museum's strategic objectives.
- Utilise culturally appropriate practices and principles to research, prepare, generate, and deliver First Nations content, events, and programming to help amplify Aboriginal and Torres Strait Islander cultural histories, stories, and perspectives.
- Represent the AM and support the First Nations team colleagues by delivering presentations; conducting community consultation; and conducting tours for Aboriginal and Torres Strait Islander communities, Museum donors and partners, and the public.
- Work closely with stakeholders including First Nations community members, artists, practitioners, Elders and AM colleagues to ensure quality program and event delivery within specified timeframes. Including assisting in the coordination of visits of First Nations community members to the AM
- Assist in implementing ICIP consent protocols and licensing arrangements for cultural knowledge content, ensuring appropriate documentation, contracts, and approvals are secured in accordance with community expectations and standards as well as Museum procedures.
- Contribute to the development of reports, presentations, and case studies as required by the AM in its reporting to key stakeholders.
- Ensure the application of legislation and regulations while presenting research offsite, conducting community consultation and project work. Administer and maintain event and program records, including Work Health and Safety (WH&S) risk assessments, etc. Administer an approved First Nations engagement budget under direction and allocation of the Head of Collections & Engagement (Aboriginal & Torres Strait Islander).
- Support the work of the managers and First Nations Division generally by undertaking other relevant duties as directed (consistent with skills, competency and training), assisting on a range of substantive and administrative duties. This would include, but is not limited to servicing contracts, ICIP licensing, raising purchase orders, processing invoices, assisting with catering orders for community visits, etc.

Key challenges

- Ensuring the interpretation and research of First Nations' cultural heritage through material objects is accurate, appropriate, and aligns with ICIP principles, contributing to increased awareness of the First Nations collections. The role holder will be working directly with First Nations communities. A high level of sensitivity, tact, and discretion and an awareness of the cultural and social background of community members will be essential. In some cases, community members may be reluctant to engage with a cultural institution and sceptical of the value of engaging with a museum. They may also find it difficult to access AM sites.

- Delivering programs on time and within budget, given logistical complexities and resource constraints. Prioritising complex tasks associated with a broad range of tasks, projects, events, etc. that have overlapping and competing timeframes.
- Ensuring appropriate WHS and collection security standards are maintained during visits to the AM by First Nations community members. Arranging these visits will require close collaboration with First Nations Collection management colleagues.

Key relationships

Internal

Who	Why
Head of Collections & Engagement (Aboriginal & Torres Strait Islander)	<ul style="list-style-type: none"> • Report to the Head of Collections & Engagement (Aboriginal & Torres Strait Islander) for the delivery of assigned tasks, projects-based work, programs, activities, and events to ensure the provision of accurate information; seek and receive guidance, direction, and feedback; provide assistance in First Nations content, exhibitions, and interpretation/engagement matters; manage tight or conflicting deadlines; escalate and redirect issues; and provide updates as required.
Director, First Nations	<ul style="list-style-type: none"> • Ensure Director has oversight in the governance of First Nations content production and community engagement work, seek advice, manage tight or conflicting deadlines, answer questions, and provide updates as required.
First Nations Collections	<ul style="list-style-type: none"> • Collaborate with First Nations Collections team to interpret objects across Museum platforms in the production of First Nations collections-based content, programming, consultation, and events. • Receive information about First Nations Collections activities and related workflows to ensure meeting relevant operational requirements and museum quality standards. • Provide/receive data that may enhance records.
First Nations Division, managers	<ul style="list-style-type: none"> • Participate in meetings, share information, and provide input on issues. • Respond to queries, identify needs, communicate services and redirect, escalate or resolve issues.
AM Staff	<ul style="list-style-type: none"> • Liaise and collaborate as required with relevant AM Teams to ensure joint initiatives, programs, events, etc. deliver integrated outcomes across AM platforms; facilitate internal communication to ensure understanding of the impact of project delivery on daily operations, included anticipated disruptions to normal work activities, etc. • Consult with staff to manage tight or conflicting deadlines, participate in meetings and workflow planning as required.

External

Who	Why
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Aboriginal and Torres Strait Islander Community/Stakeholders	<ul style="list-style-type: none"> • Maintain effective working relationships, conduct consultations and co-design processes, document ICIP arrangements, and ensure community voices guide content development. • Engage communities in content development, maintain culturally appropriate consultation processes, and build partnerships that advance Museum objectives. • Respond to queries, identify needs, provide accurate information, communicate services, and redirect, escalate or resolve issues. • Provide assistance using knowledge of AM policies and procedures as well as cultural capability.
Artists, Practitioners, and Cultural Advisors	<ul style="list-style-type: none"> • Commission and acquire cultural content, negotiate contracts and licensing arrangements, and maintain professional relationships that support content development.
Project Partners	<ul style="list-style-type: none"> • Liaison with project collaborators and funding agencies to support jointly funded research and projects. • Assist the Head of Collections & Engagement (Aboriginal and Torres Strait Islander) to deliver contractually agreed outputs to relevant funding agency.
General Public	<ul style="list-style-type: none"> • Communicate importance of the work of the First Nations Division at the Australian Museum. • Contribute to increased awareness of the First Nations Collections, ensuring interpretation and research of First Nations cultural heritage is accurate and appropriate.
Contractors, External Service Providers	<ul style="list-style-type: none"> • Assist on contracts management; oversee the provision of services, ensuring the delivery of projects on time and within budget.

Role dimensions

Decision making

This role has limited autonomy. The Senior Producer, First Nations makes decisions under their direct control and refers to the Head of Collections & Engagement (Aboriginal & Torres Strait Islander) for decisions that require significant change to outcomes or timeframes. The role-holder is likely to escalate or require submission to a higher level of management.

This role is accountable for the efficient and appropriate coordination/delegation regarding the delivery of work assignments on time to achieve individual and team deadlines, and to expectations in terms of quality, deliverables, and outcomes. The role-holder needs to prioritise their daily work schedule and seek clarification from the Head of Collections & Engagement (Aboriginal & Torres Strait Islander) as required. They need to be able to undertake consultation and research independently, and request data and information from other staff as required for reports and briefings.

Reporting line

Head of Collections & Engagement (Aboriginal & Torres Strait Islander)

Direct reports

Nil.

From time to time the role holder may be responsible for supervising volunteers, students, community contributors, and contractors in their area and during project work.

Budget/expenditure

Nil

Essential requirements

- Aboriginal and/or Torres Strait Islander. Aboriginality/Torres Strait Islander is a genuine occupational qualification and is authorised under section 14(d) of the *Anti-Discrimination Act 1977* (NSW).
- Appropriate and relevant degree or equivalent professional experience related to the key accountabilities listed above, e.g., Museum and Heritage Studies, Indigenous Studies, Cultural Heritage, Community Development, Social Work, Communications, Education and/or extensive work experience in the First Nations community sector.
- Availability to work on weekends, public holidays, and evenings as required for community engagement activities and events delivery.

Key knowledge and experience

- Proven record in community consultation, especially with Aboriginal and/or Torres Strait Islander communities, incorporating applied knowledge of community-centred consultative practice and cultural protocols, with suitable interpersonal skills to establish effective working relationships with stakeholders and manage expectations.
- Proven ability to manage complex stakeholder relationships and community engagement processes, with deep understanding of cultural protocols, ICIP principles, and culturally appropriate research and community consultation methodologies.
- Demonstrated administrative, written, verbal, and interpersonal communication skills, including the ability to communicate effectively with a range of stakeholders. Excellent written and verbal communication skills, including ability to prepare high-quality content for diverse audiences.
- Project management skills with demonstrated ability to manage budgets, timelines, multiple concurrent projects, and diverse teams to deliver quality outcomes.
- NSW Driver Licence as the role will be required to travel to AM locations and communities.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
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 <p>Personal Attributes</p>	<p>Act with Integrity Be ethical and professional, and uphold and promote the public sector values</p>	<p>Represent the organisation in an honest, ethical and professional way Support a culture of integrity and professionalism Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct Recognise and report misconduct and illegal and inappropriate behaviour Report and manage apparent conflicts of interest and encourage others to do so</p>	<p>Intermediate</p>
 <p>Relationships</p>	<p>Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<p>Focus on key points and speak in plain English Clearly explain and present ideas and arguments Listen to others to gain an understanding and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly</p>	<p>Intermediate</p>
 <p>Relationships</p>	<p>Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning</p>	<p>Keep up to date with relevant contemporary knowledge and practices Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate and maintain a high level of personal motivation</p>	<p>Adept</p>
 <p>Relationships</p>	<p>Work Collaboratively Collaborate with others and value their contribution</p>	<p>Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations Use collaboration tools, including digital technologies, to work with others</p>	<p>Intermediate</p>

	<p>Deliver Results</p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<p>Seek and apply specialist advice when required</p> <p>Complete work tasks within set budgets, timeframes and standards</p> <p>Take the initiative to progress and deliver own work and that of the team or unit</p> <p>Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</p> <p>Identify any barriers to achieving results and resolve these where possible</p> <p>Proactively change or adjust plans when needed</p>	<p>Intermediate</p>
	<p>Technology</p> <p>Understand and use available technologies to maximise efficiencies and effectiveness</p>	<p>Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</p> <p>Use available technology to improve individual performance and effectiveness</p> <p>Make effective use of records, information and knowledge management functions and systems</p> <p>Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies</p>	<p>Intermediate</p>
	<p>Project Management</p> <p>Understand and apply effective planning, coordination and control methods</p>	<p>Perform basic research and analysis to inform and support the achievement of project deliverables</p> <p>Contribute to developing project documentation and resource estimates</p> <p>Contribute to reviews of progress, outcomes and future improvements</p> <p>Identify and escalate possible variances from project plans</p>	<p>Intermediate</p>

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	<p>Display Resilience and Courage</p>	<p>Be open and honest, prepared to express your views, and willing to accept and commit to change</p>	<p>Foundational</p>
	<p>Work Collaboratively</p>	<p>Collaborate with others and value their contribution</p>	<p>Intermediate</p>

	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept