

Role Description

Creative Producer, Science Engagement



Role Description Fields	Details
Department/Agency	Australian Museum
Division/Branch/Unit	Museum Experience & Engagement / Programming
Role number	50052052
Classification/Grade/Band	Clerk Grade 5/6
Senior executive work level standards	Not Applicable
OSCA Code	259331
PCAT Code	1119192
Date of Approval	06 October 2026
Agency Website	https://australian.museum

Agency overview

The Australian Museum acknowledges that we operate on the lands, waters and skies of many First Nations Peoples. As Australia's first museum, we share the responsibility of advocating for Country and honouring First Nations Peoples and knowledges.

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

Develop, co-ordinate and deliver the AM's flagship annual science event, the Sydney Science Trail (SST) and its associated activity. SST is a Schools and Community program presented in partnership with the Botanic Gardens of Sydney showcasing the scientific work of both organisations.

Collaborate with partner organisations, science professionals and the AM's internal teams to deliver a range of

engaging, best-practice STEM activities for the SST program, SST Science Expo and other relevant projects to encourage and inspire participation in science and raise awareness of contemporary issues in our natural world. During times of the year when the primary focus is not entirely on the development and delivery of the SST, this role will contribute to raising the profile of science at the Museum, through the development of accessible year-round STEM-based programs within the broader Public Program offering. From time to time, the role supports delivery of other Public Programs.

Key accountabilities

- Develop, coordinate, and deliver AM's annual Education and Community program SST (SST) for National Science Week
- Build and deliver a range of innovative and accessible year-round STEM-based public programs with appeal to AM audiences, which generate further understanding of the AM's world-leading science and collections, First Nations cultures, natural histories, climate solutions.
- Research, liaise and engage with science professionals, education practitioners, presenters, artists and talent to remain up to date with contemporary trends, best-practice STEM programming and audience preferences
- Collaborate with internal and external colleagues to develop program partnerships that provide quality presentation opportunities for STEM activity
- Increase the visibility of the SST program by promoting greater engagement with other science organisations, professional researchers and their work, including the Australian Museum Research Institute (AMRI)
- Contribute to the development of grant submissions to secure additional external financial support for SST
- Prepare event management documentation and follow processes which support smooth project delivery, including contracts, schedules, briefing documents. Evaluate and document project outcomes
- Manage and maintain event and program records, including WH&S records such as risk assessments and Working with Children checks

Key challenges

- Developing a dynamic, multi-faceted program that does not compromise individual or collective cultural integrity or the Museum's values, and meets the needs of diverse audiences
- Delivering programs on time and within budget, given logistical complexities, funding requirements and resource constraints
- Ability to work on several simultaneous projects and manage competing deadlines

Key relationships

Internal

Who	Why
Manager, Public Programs	• Consult and liaise regarding the development of Science Engagement programs and events • Escalate challenges and provide regular updates on program delivery and priorities • Seek and receive guidance, direction, and feedback regarding work performance
Partnership and Development Teams	• Liaise and collaborate with to ensure AM sponsorship and development requirements are aligned when developing science programs
Head of Education	• Consult and communicate with to ensure program content is aligned with the AM's education strategy
Creative Producers	• Collaborate with colleagues in the delivery of programs

Who	Why
SST contract staff	Collaborate with colleagues to ensure seamless delivery of SST programs and activity
Marketing and Communications Teams	Communicate and liaise with to ensure events are marketed and delivered in alignment with the audience development strategy

External

Who	Why
Botanic Gardens of Sydney	Consult and liaise regarding the development and delivery of the annual Sydney Science Trail Education program and Science Social community event
Event Contractors / Suppliers	Liaise and communicate with to ensure event logistics and production equipment are operational for seamless event delivery
Speakers, Presenters, Artists and other potential Collaborators	Liaise with to remain up to date on contemporary trends and areas of interest for audiences; develop and maintain effective working relationships that can be leveraged to develop program content

Role dimensions

Decision making

This role has autonomy and makes decisions under their direct control and refers to the team leader decisions that require significant change to outcomes or timeframes; are likely to escalate or require submission to a higher level of management. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

Reporting line

Manager, Programming

Direct reports

N/A.

Supervision of contractors, as needed

Budget/Expenditure

Budgets and expenditure are in accordance with approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

Key knowledge and experience

- Comprehensive knowledge of the science, science communication, education and cultural sectors
- Effective relationship management with community, stakeholders and industry
- Demonstrated experience in end-to-end event coordination and project management with ability to liaise with a broad range of stakeholders.
- Demonstrated interest, knowledge and understanding in natural history, First Nations cultures, and the environment.
- Familiarity with grant writing, research and preparation of funding applications and reporting
- Experience in tracking of expenditure, reconciliation and identifying budget variances

Essential requirements

- Relevant tertiary qualifications or equivalent experience in Event Management, Education, Science Communication, Culture, or Arts
- Availability to work on weekends, public holidays and evenings when required.
- A valid NSW Working with Children Check

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.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Acknowledge when someone challenges your ideas, seek to understand why and respond appropriately • Raise and work through challenging issues and seek alternatives • Respond professionally when under pressure and in challenging situations	Adept
 Personal Attributes	Manage Self Be persistent, self-reflect and commit to learning	• Adapt your existing skills to new situations • Commit to achieving work goals • Be aware of your strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Persist when tasks are difficult	Intermediate
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customers' experience and engage people with lived experience to inform service improvements • Create opportunities to learn about and measure what is important to customers by engaging with a wide range of customer experience	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
		- Use customer data, feedback and insights to improve service delivery - Find opportunities to collaborate with internal and external stakeholders to improve outcomes for customers - Maintain relationships with key customers in your area of expertise - Connect and collaborate with relevant customers from the community	
 Relationships	Work Collaboratively Collaborate with others and value their contribution	- Build a supportive and collaborative team environment - Share information and learning across teams - Acknowledge outcomes that were achieved by working together effectively - Share information with others to solve problems together - Support others in difficult situations - Use collaboration tools, including digital technology, to work effectively with others	Intermediate
 Results	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	- Seek and apply specialist advice when needed - Complete work tasks within set budgets, timeframes and standards - Take the initiative to progress and deliver your own work and that of the team or business unit - Contribute to assigning responsibilities and resources to ensure the team or business unit achieves goals - Identify any barriers to achieving results and resolve these where possible - Proactively change or adjust plans when needed	Intermediate
 Results	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	- Understand the team and business unit's goals and set work tasks that contribute to meeting them - Set and develop team goals and plans, and use feedback to inform planning - Respond proactively to changing circumstances and adjust your plans when necessary - Consider how immediate and longer-term organisational issues might affect the achievement of your team and business unit goals - Adapt and respond proactively when priorities and work environments change	Intermediate
	Project Management Understand and use effective ways to plan, coordinate and control projects	- Research and analyse data at a basic level to inform and support the achievement of project deliverables - Contribute to developing project documents and resource estimates	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
Business Enablers		- Contribute to reviews of progress, outcomes and future improvements - Identify when projects differ from their plans and tell your supervisor	

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identify 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
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, pay attention to others and respond with understanding and respect	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate

Capability group/sets	Capability name	Description	Level
 Results	Demonstrate Accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Technology	Understand and use available technology to maximise efficiencies and effectiveness	Foundational
 Business Enablers	Procurement and Contract Management	Understand and use procurement processes to ensure effective purchasing and contract performance	Foundational