

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES  
ENJOY A VIBRANT LIFESTYLE**

## Heritage and Museums Coordinator

<b>Division</b>	Community and Environmental Services	<b>Department</b>	Cultural Services
<b>Reports To</b>	Manager Cultural Services	<b>Direct Reports</b>	Yes

### Position Purpose

Coordinate and lead the provision of Council's museum and heritage services to deliver engaging visitor experiences and positive community outcomes.

### Key Responsibilities and Outcomes

#### Operational

As a senior member of the Cultural Services Leadership team you will:

- Lead the end to end strategic planning for Museum and Heritage services.
- Provide leadership to museum teams to ensure the delivery of contemporary and dynamic venues, exhibitions and programs which provide positive engagement and visitor experiences.
- Provide leadership to the heritage team to ensure an integrated approach to heritage services and programs, including Local Studies, across museums and libraries.
- Plan and coordinate museum and heritage projects relating to operational systems, service delivery, team capability and buildings and facilities.
- Build relationships across a diverse range of internal and external stakeholders and partners to achieve optimal service outcomes.
- Lead and develop the Museums and Heritage team to achieve a culture of high performance, continuous improvement, innovation and accountability.
- Manage Museum and Heritage staffing resources, collections, budgets, building and facilities to ensure alignment with desired service outcomes and defined accountabilities.

#### Values

At Moreton Bay Regional Council, we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a leader you will shape the culture of the organisation by consistently role modelling the values, expectations and behaviours and empower your leaders to do the same.

### Decision Making

**Budget - \$1.5m**

**Delegations** - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.



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### Knowledge & Experience

- Substantial knowledge of and experience with the strategic intent and operations related to Museum and Heritage Services.
- Extensive experience in the development and implementation of strategy, policy and budgets (e.g. projects; buildings); in line with financial and legislative requirements.
- Highly developed interrelationship skills with the ability to influence and advocate for the role of Museums and Heritage in the Region.
- Extensive experience in managing and developing a high-performance team in a complex service and technical environment and developing individual and team capabilities.
- Substantial experience in building productive relationships and partnerships with internal and external stakeholders to achieve high quality Museum and Heritage outcomes.

### Qualifications

- Tertiary qualification in Arts, Culture and Heritage studies or substantial relevant experience.
- Current C class driver's licence

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*