

Museum Leader			
Division	Community and Environmental Services	Department	Cultural Services
Reports To	Museums and Heritage Coordinator	Direct Reports	Yes
Position Purpose			
Oversee the day to day operations of a museum in providing exhibitions and programs to achieve positive visitor experiences.			
Key Responsibilities and Outcomes			
<div> <div>Operational</div> <ul style="list-style-type: none"> <li>Supervise the operations of a museum that presents a continual exhibition program and delivers centrally and locally developed public programs to a diverse audience base.</li> <li>Manage team members on a day to day basis, including the preparation of rosters.</li> <li>Present the museum as a welcoming and engaging space and identify and action any general facility maintenance matters.</li> <li>Develop and manage relationships with local community stakeholders to inform museum exhibitions and programs.</li> <li>Prepare a range of venue performance reporting and statistics.</li> </ul> </div> <div> <div>Values</div> <p>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 of people, you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.</p> </div>			

## Decision Making

**Budget** - \$5000 per annum.

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

## Knowledge & Experience

- Strong experience and knowledge in the operations of a visitor-focussed cultural facility.
- Strong experience in building productive relationships with internal stakeholders and local communities.
- Strong experience and knowledge in the delivery of public programs.
- Well-developed experience in the development of individual and team capabilities that contribute to fostering a healthy, inclusive and well-connected workplace.
- Strong experience in identifying and actioning required facility maintenance.
- Sound experience in day to day administrative and financial management.
- Sound knowledge and understanding of the political and organisational environment within a Local Government context.

## Qualifications

- Tertiary qualification in Cultural Services and/or equivalent experience.
- Current C class driver's licence.
- Current Working with children card for child related employment from Blue Card Services.

*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.*