

## POSITION TITLE

**Senior Science Communicator**

## LOCATION

**Space Place at Carter Observatory**

## POSITION STATUS

**Full-time permanent or Part-time permanent**

## POSITION OBJECTIVE

The purpose of this position is to lead science communication, conceptual and interpretive services and advice for the enhancement of the visitor experience in all media types including the planetarium at Space Place.

## CONTEXT

**Museums Wellington, comprising of Space Place, the Cable Car Museum, Wellington Museum & Nairn Street Cottage** is part of the Wellington Museums Trust (trading as Experience Wellington), a registered charity established by Wellington City Council as a Council Controlled Organisation (CCO) to manage and develop its cultural and arts visitor experiences.

Our purpose is: **Working with and for Wellington to create remarkable art, culture and science experiences that generate vitality: enriching the city we love.**

Our vision is: **Engaged, curious communities**

The **Senior Science Communicator** will contribute to the achievement of this vision by acting as an informed science resource for the Museums Wellington Learning, Programmes, Content and Marketing Teams and advising on interpretive strategies at Museums Wellington sites when appropriate.

## KEY RESPONSIBILITIES

- To provide and assist to engender an informed, creative and inclusive approach to science (esp. space science) across Museums Wellington
- To assist in positioning Space Place as 'the go to' place for informed opinion on science matters esp. astronomy and space science to schools, visitors, general and media enquiries
- To research, develop and communicate written, verbal, audio-visual and digital material needed for exhibitions, public learning, and marketing programmes
- To ensure high standards of currency, credibility, innovation and visitor engagement in scientific matters are maintained
- To have or develop digital skills to be able to maximise the opportunities presented by the planetarium

## WORKING RELATIONSHIPS

**Internal:** The **Senior Science Communicator** will:

- Be accountable to the Head of Content
- Work as an active and contributing member of the Museums Wellington Content Team.
- Work closely with the Museums Wellington Learning, Programmes and Marketing Teams.
- Work in a collegial manner with all Museums Wellington staff and all other Experience Wellington staff

**External:** The **Senior Science Communicator** will:

- Develop and maintain positive relationships with individuals, groups and organisations relevant to the work of the Senior Science Communicator including:
  - colleagues in equivalent positions in other cultural institutions particularly in the museum and art gallery sector;
  - academic, professional, and science-based institutions
  - amateur and volunteer organisations
  - iwi, Pacifica and other Wellington Region community and interest groups
  - diverse individuals including researchers, writers, performers and artists

## DELEGATIONS

Level C – up to \$500 if budgeted.

**KEY RESULT AREAS**

<b>KEY TASKS AND ACCOUNTABILITIES</b> (What needs to be achieved)	<b>PERFORMANCE MEASURES</b> (How it will be measured)
<b>1. Leadership and Strategic Planning</b>	
<ul style="list-style-type: none"> <li>• Provide conceptual, interpretive and communicative services to position Space Placer as an authoritative voice in science (esp. Space Science) providing superlative visitor experiences</li> <li>• Scientific knowledge is kept current</li> </ul>	<ul style="list-style-type: none"> <li>• Space Place is recognized as a centre for the dissemination of science, concentrating on space science, to a wide public</li> <li>• Space Place (and other WMT institutions) are recognised by public and peers as exemplars</li> <li>• Read relevant articles/books and attend workshops/conferences/seminars and keep abreast of new technologies</li> <li>• Incorporate learning goals into APA</li> </ul>
<b>2. Communication</b>	
<ul style="list-style-type: none"> <li>• Develop interpretive materials for exhibitions, events, digital platforms</li> <li>• Provide informed advice and participate where necessary in Learning and Public programmes</li> <li>• Work with Learning, Public Programmes, Marketing and Visitor Services to enhance the visitor experience and maximise publicity opportunities</li> <li>• Respond to media and public enquires</li> <li>• Be aware of forthcoming space science events and developments and alert Marketing, Learning, Programmes so as to maximise publicity leverage.</li> <li>• Seek relationships that maximise Space Place's position as a 'go to' place for space science (includes citizen science)</li> <li>• Representing Space Place at external forums</li> </ul>	<ul style="list-style-type: none"> <li>• Visitor feedback is positive, visitor numbers increase</li> <li>• Space Place's exhibitions and programmes gain media attention</li> <li>• Wellington and regional residents increase recognition of Space Place</li> <li>• Innovative, credible and engaging interpretive content is developed increasing communication of mission and quality of visitor experience</li> <li>• Information to all parties is communicated in a relevant, timely and engaging manner</li> <li>• Professional and positive image</li> </ul>
<b>3. Resource Management</b>	
<ul style="list-style-type: none"> <li>• Financial and non-financial resources (staff and assets) are managed to achieve the best results for the business unit and Experience Wellington as a whole.</li> </ul>	<ul style="list-style-type: none"> <li>• Savings are achieved without compromising effectiveness or quality.</li> <li>• Quality is maintained or improved as evidenced through formal feedback (customers, staff, colleagues).</li> <li>• Priorities are regularly assessed against concept and core offerings statement and changes made.</li> <li>• Innovation and creativity is encouraged and incorporated into output delivery.</li> <li>• Full compliance with policies and procedures is achieved.</li> </ul>
<b>4. Self-Management and Organization</b>	
<ul style="list-style-type: none"> <li>• Plans and manages own workload and works effectively without supervision</li> <li>• Maintains high-quality documentation and provides accurate material in a timely manner</li> <li>• Participates in relevant training programmes, coaching and teaching others as well as learning from others</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from Manager positive, desired results achieved</li> <li>• Self and team learning is optimised. Progress recorded in APA</li> </ul>
<b>5. Other</b>	
<ul style="list-style-type: none"> <li>• Attend Museums Wellington events if required</li> <li>• Other duties as allocated by Director and/or Head of Content</li> </ul>	<ul style="list-style-type: none"> <li>• Works outside silo and contributes to both mission and positive workplace culture</li> </ul>

## 6. Health and Safety

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| <ul style="list-style-type: none"><li>You actively contribute to the development of a zero harm culture by maintaining personal knowledge of, and following Experience Wellington's health and safety policies, plans and procedures.</li><li>You ensure that your decision making is aligned with the Trust's health and safety policies, procedures and plans.</li><li>You model good health and safety behaviours at work.</li><li>You report concerns about aspects of the work place that may be considered a health and safety risk to you, other workers or visitors.</li></ul> | <ul style="list-style-type: none"><li>You are able to respond knowledgeably about Experience Wellington's goal of a zero harm culture and the critical procedures designed to promote health and safety and to prevent harm to workers and visitors e.g. what to do during and after an earthquake and evacuation procedures (measured through the Annual Staff Engagement Survey and Annual Performance Appraisal).</li><li>Health and safety procedures are followed e.g. hazards are notified, incidents and near-misses are reported.</li><li>There are no preventable incidents that result in harm or injury to you, other workers or visitors.</li></ul> |
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## PERSON PROFILE

### **Skills, experience and qualities required for this role:**

- High standard of oral, written and social skills including public speaking and desirably with some capability in Te Reo.
- Energy, creativity and resourcefulness
- Ability to gain and to keep the confidence of stakeholders and colleagues.
- Strategically focused with a commitment to collaboration.
- Relevant tertiary qualification(s) or demonstrated relevant experience in science ideally with an interest in/emphasis on Astronomy, Cosmology, Space Science and Technology
- Able to communicate effectively to a range of stakeholders.
- Ability to build and sustain relevant networks

**Core Competencies** – Effective performance in the following core competencies is set out in the Core Competencies Guide attached.

- Commitment and accountability.
- Applying professional expertise/Creativity & Innovation.
- Customer focus.
- Communicating effectively.
- Working together/ Teamwork.

## SALARY

Negotiable between \$68,680 to \$84,840 full-time equivalent.

## CORE COMPETENCIES GUIDE

### **Commitment/ Accountability**

Effective performance includes:

- Takes responsibility for own performance and development. (Prepares, participates, sets high standards, follows through, and is receptive to feedback).
- Takes responsibility for accurate budgeting and to operate within approved budget and delegated authority.
- Approaches change positively.
- Effectively handles conflicting and changing priorities. Is organized and manages time well.
- Displays professionalism, integrity, honesty and commitment to Experience Wellington's vision and goals.

### **Applying Expertise/ Professional Expertise**

Effective performance includes:

- Maintains currency and applies knowledge/skills/best practice/new technology/cultural and arts sector trends for the benefit of the position and Experience Wellington.
- Shares expertise with colleagues and coaches/mentors new direct report staff.
- Seeks appropriate professional development to enhance knowledge, skills or experience.
- Uses expertise to add value, to improve team or Experience Wellington performance and learns from mistakes.

### **Customer Focus**

Effective performance includes:

- Demonstrates commitment to internal (colleagues) and external customers (visitors and stakeholder) by actively listening and clearly identifying their needs.
- Responds promptly to their needs, goes the extra mile, keeps them informed of progress and follows up.
- Maintains helpful, courteous working relationships, even when the situation makes this difficult.
- Seeks feedback from customers and acts on it (e.g. follow up/refer on, identify and action service improvements).
- Looks for ways of making systems and processes more customer friendly.

**Communicating Effectively**

Effective performance includes:

- Conveys information clearly and concisely in a style and/or method of delivery which best meets the needs of the people receiving the message.
- Uses language and behaves in a way that recognizes cultural uniqueness.
- Creates open channels of communication, keeping people informed about events and decisions that affect them.
- Listens actively and attentively (e.g. asks appropriate questions to obtain, understand and confirm information, checks understanding of what others are saying, and observes to perceive underlying issues and concerns).
- Establishes and builds rapport with people at all levels both inside and outside Experience Wellington Institutions to achieve benefits for Experience Wellington.

**Working Together/ Teamwork**

Effective performance includes:

- Develops cooperative and supportive relationships with colleagues.
- Values, respects and consults team members and acknowledges their contribution.
- Builds enthusiasm throughout projects and encourages others to do the same.
- Participates in problem solving, discussions and communication to resolve differences and conflict.
- Maintains productive networks.
- Is accessible and approachable for colleagues.