



# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Exhibition Team Leader	<b>POSITION NUMBER</b> 13206	<b>CLASSIFICATION:</b> Level 7
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<b>AWARD</b> Public Service Award 1992 / PSGO CSA GA	<b>EMPLOYMENT TYPE</b> Full Time, Fixed Term
<b>DIRECTORATE</b> New Museum Project	<b>TEAM</b> Creative Team A – group 2
<b>POSITION REPORTS TO</b> Creative Director, L8	<b>POSITIONS REPORTING TO THIS POSITION</b> Curator, SCL2 Project Support Officer, L3

## PURPOSE OF POSITION

The Exhibition Team Leader is responsible for ensuring that designated exhibition projects are delivered on time and on budget and that the completed exhibitions are of outstanding quality.

This project management position works with, and under the management of, a Creative Director. The Team Leader will lead and manage exhibition teams to create and realise the shared vision for the exhibitions for which they are responsible. They will oversee and coordinate content development; briefing; design; tendering; production/construction; and installation phases.

An important element of this position is to ensure effective transition to post-opening operations making sure that maintenance and renewal are factored into plans prepared for and handed over to the operations team.

The Exhibition Team Leader drives specific exhibition projects forward, monitoring the schedule for all activities and keeping team members up to date on progress, key issues and deadlines. It is their role to work collaboratively with relevant internal and external stakeholders, contributors and contractors to identify and develop content and to monitor and report on exhibition progress and any associated impacts and to contribute to the public engagement strategy as required.

## CONTEXT

The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.

The Western Australian Museum is part of the Culture and Arts Portfolio, brought together by the Department of Local Government, Sport and Cultural Industries (DLGSC). DLGSC is the State Government agency responsible for the Government's support, registration and development of arts and culture in Western Australia.

**REGISTERED**  
DEPARTMENT OF CULTURE  
AND THE ARTS

INITIALS *SJM* DATE *23.1.18*



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<p><b>STATEMENT OF DUTIES</b></p> <ol style="list-style-type: none"> <li>1. Manage a multi-disciplinary team of creative professionals engaged in the conception, development, production and delivery of innovative exhibitions.</li> <li>2. Coordinate and contribute to the work of the exhibitions team to source and generate content and develop this in alignment with the interpretive and experiential standards established by the Creative Director.</li> <li>3. Work with the Creative Directors and Project Director to scope resource requirements their designated exhibition projects.</li> <li>4. Access and coordinate WA Museum resources; investigate, source and manage the work of external contractors; establish and manage the project's budgets and schedules and be responsible for the implementation of the exhibitions assigned within the agreed framework and timeline.</li> <li>5. Maintain high level communication and liaison across the Museum to ensure a collaborative approach is taken in the development and delivery of the exhibitions</li> <li>6. Develop and maintain effective relationships with internal and external stakeholders within relevant industries, and be responsible for procurement and contract managing a range of suppliers and contractors.</li> <li>7. Project manage and report on activities, performance, trends and issues against plans and budgets to agreed schedules.</li> <li>8. Represent the project at as required as part of the Public Engagement Strategy with a range of WA community stakeholders.</li> <li>9. Maintain appropriate project documentation</li> </ol> <p>Other duties as required with respect to the skills, knowledge and abilities of the employee.</p>	<p><b>Compliance and Legislative Knowledge</b></p> <ul style="list-style-type: none"> <li>• Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.</li> <li>• Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.</li> </ul>
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<p><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated expertise and experience in managing the development, design, production and delivery of exhibitions or other major visitor experiences, preferably in a museum environment.</li> <li>2. Strong communication and negotiation skills with the proven ability to lead teams of professional staff and use specialist expertise from a variety of disciplines to ensure the effective and collaborative achievement of complex creative projects.</li> <li>3. Demonstrable project management skills and experience in procurement processes and contract management incorporating time, cost, quality, resource and risk management of significant cultural capital projects.</li> <li>4. Experience engaging with stakeholders including initiating discussions around sensitive issues requiring a high level of skill in relationship management.</li> <li>5. Knowledge of current trends in, the ability to apply innovative approaches to, and an understanding of the role of audience research and community engagement in, museum exhibition development.</li> </ol> <p><b>Desirable</b></p> <p>Graduate qualifications in a relevant field.</p>	<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>1. New Museum creative teams</li> <li>2. New Museum consultants, contractors and suppliers</li> <li>3. External stakeholders – Government departments; supporters and sponsors; community groups; members of the public</li> <li>4. Internal stakeholders – Executive Management Team; staff and volunteers.</li> </ol> <p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>1. Critical thinking, problem solving, flexibility and adaptability to accommodate evolving priorities and opportunities.</li> <li>2. Manage the demands and expectations of internal and external stakeholders so they remained aligned with the agreed project scope.</li> <li>3. Collaboratively working with Creative Director to develop exhibition team staff with varying levels of skills and experience.</li> </ol> <p><b>SPECIAL CONDITIONS</b></p> <p>Employees may be required to work on weekends and evenings.</p> <p><b>LOCATION</b></p> <p>This position is based in 150 William Street, Perth however employees may be required to travel to and work from other sites as required.</p>
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**Manager Signature:** ..... **Date:** ..... **Employee Signature:** ..... **Date:** .....

