

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

WESTERN AUSTRALIAN MUSEUM

MISSION

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to contribute to the diversity and creativity of our world.

VISION

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world

VALUES

Accountable
Inspirational, Inclusive and Accessible
Enterprising and Excellent
Sustainable

ABOUT THE MUSEUM

The Western Australian Museum is home to the State's scientific and cultural collection, which it makes accessible to the community through research, exhibitions and public programs. It provides opportunities for all West Australians to express their sense of being, celebrate their cultural heritage and identity, and embrace their shared existence. It is a place where people can share stories and experiences. It adheres to principles of mutual understanding and natural justice. The Museum's exploration, research and interpretive work in the sciences and humanities is world leading.

The Museum currently has six public sites: WA Maritime Museum, WA Shipwrecks Museum, Museum of Geraldton, Museum of the Goldfields, and Museum of the Great Southern. The Perth site is temporarily closed while we build the New Museum for WA.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC). The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

DETAILS**Position Title**

Special Projects Officer

Position Number

14468

Classification Level

Level 5

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Fremantle Museums and Business Dev

Branch/Team

New Museum Project

Physical Location

Perth City and Welshpool

Effective Date

1 June 2019

Employment Type

Fixed Term, Full Time

REPORTING RELATIONSHIPS

Position reports to

Creative Director, L8

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

This position has three primary goals:

1. **Procurement and contract coordination** – involves the planning and development of procurement documentation, as well as liaison and administration of suppliers contributing to the development of multidisciplinary exhibitions across the WA Museum.
2. **Exhibition project management** – involves the maintenance and improvement of project management standards within the WA Museum.
3. **Exhibition development** – involves coordination of content development and production, including scheduling and budgeting for the effective delivery of specific exhibition projects using the exhibition development process.

STATEMENT OF DUTIES

Exhibition Development and Delivery

1. Provides project leadership and/or support to specific projects related to the end-to-end process of exhibition development and delivery.
2. Ensures effective analysis and translation of curator, designer and stakeholder requirements.
3. Provides capacity for co-curation of exhibitions and projects with external partners and communities.
4. Coordinates and negotiates with departments and contractors to ensure internal and external stakeholder requirements are met.

Exhibition Project Coordination

5. Develops and monitors operational budgets and schedules, managing change and resolving issues without adversely affecting fixed milestones and deadlines.
6. Establishes and maintains Projects Registrations and Reporting System to monitor progress at individual project and Directorate levels.
7. Contributes creative and innovative solutions to exhibition development and delivery and participates in the development and implementation of systems, processes and policies for continuous improvement in the Project Management Framework (PMF).
8. Monitors and reports on requirements and activities.

Production Procurement and Contract Coordination

9. Supports procurement and contract management relating to exhibition fabrication and installation in accordance with procurement guidelines and production schedules.
10. Drafts requests for quotes, proposals and supports the procurement evaluation process.
11. Interprets display requirements and manages circulation of drawings and documentation to staff and contractors.
12. Supervises staff and contractors as required, ensuring quality standards are met and compliance with contracts, agreements, policies and procedures.

General

13. Maintains knowledge of current museum exhibition practice.
14. Other duties as required with respect to the skills, knowledge and capabilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the DLGSC Code of Conduct;
- Comply with applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential

1. Demonstrated experience in the development and delivery of museum exhibitions.
2. Project planning and management skills with the ability to work with multiple stakeholders with competing priorities.
3. Resource and contract management skills, with ability to manage multiple complex projects to tight timelines and budget.
4. Proven negotiation and interpersonal skills, with capacity to facilitate and coordinate multi-disciplinary teams and a proven ability to build effective relationships.
5. Research, analytical, conceptual and evaluation skills with the ability to develop and interpret a range of project documentation for a range of stakeholders.
6. Demonstrated organisational skills and the ability to develop and implement exhibition development, production and installation/de-installation scheduling documentation, manuals and OHS documentation.

Desirable

1. Knowledge and experience of museum production and installation logistics.
2. Tertiary qualifications in museum studies or related discipline.
3. Certification in project management.

KEY RELATIONSHIPS/INTERACTIONS

1. Creative Directors, New Museum Project.
2. Exhibition Team Leaders, New Museum Project.
3. Manager Exhibitions and Design.
4. Broad cross-section of internal and external stakeholders in relation to specific projects.

KEY CHALLENGES

1. Managing in a resource constrained environment.
2. Juggling work priorities and delivering projects to strict and often short timeframes.
3. Ensuring priorities are accepted, agreed and supported.
4. Ensuring disciplined use of the PMF across WA Museum projects.
5. Maintaining consistency of processes and tools.
6. Reporting on time.

SPECIAL CONDITIONS

1. Infrequent intrastate travel.
2. May be required to work at different locations within the metropolitan area.

Appointment is subject to:

1. Eligibility to Work in Australia.

Training:

1. Complete induction within three months of commencement.
 2. Complete any training specific to the role required by Departmental or WA Museum policy.
 3. Complete the Department's Accountability and Ethical Decision Making training within six months of appointment.
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REGISTERED

Western Australian Museum

INITIALS: SJM DATE: 14.05.2019