



ABOUT THE WESTERN AUSTRALIAN MUSEUM

The WA Museum’s mission is to inspire curiosity to explore the past, question the present and shape the future.

Our work is diverse and collaborative; it is local, national and global. We aspire to be valued, used and admired organisation by all Western Australians and the world.

WA Museum manages eight locations throughout Western Australia, including the award winning Boola Bardip in Perth Cultural Centre. We have a team of dedicated curators undertaking a wide range of research and caring for more than eight million objects for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC).

OUR MISSION

Inspiring curiosity to explore the past, question the present and shape the future.

OUR VISION

An informed and engaged community working together for a better future.

OUR VALUES

Respectful

Inclusive

Accountable

Enterprising

Recognition of Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia.

ORGANISATIONAL PILLARS

1

Sustainability

2

At the Heart of
the Community

3

Aboriginal and
Torres Strait
Islander Peoples

4

State-wide



WESTERN
AUSTRALIAN
MUSEUM

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Graphic Designer

Position Number

12726

Classification Level

Level 3 (L3)

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Engagement

Branch/Team

Engagement / Marketing and Audience
Development

Physical Location/s

WA Museum Boola Bardip, Perth

REPORTING RELATIONSHIPS

Position reports to

Senior Marketing and Campaigns
Coordinator, Level 5

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

Conceptualise, design, prepare artwork and supervise production for all aspects of graphic design and visual communications associated with the marketing program at the Western Australian Museum.

STATEMENT OF DUTIES

- Conceptualise, design, prepare artwork and supervise production for all aspects of graphic design including print, digital advertising, press and outdoor, promotional and event materials, to support marketing campaigns across all WA Museum sites.
- Create and develop graphic design concepts to a high standard and within deadline, to be approved by the Marketing Manager.
- Ensure the development and roll-out of all marketing and advertising material is tonally and visually on brand.



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- Stay up to date with the latest design, technology and digital trends to create new marketing opportunities to promote exhibitions, public programs and events to the public.
- Assist in the development and redesign of existing marketing materials and templates.
- Print and production management – liaise with suppliers and contractors to obtain quotes, manage production and oversee the delivery of high-quality printed material and collateral.
- Participate as a member of the Marketing project team and assist with various graphic design requests from various internal departments Insert duties required to undertake the role.
- Other duties as required with respect to the scope of the position.

WORK RELATED REQUIREMENTS

Essential

1. Demonstrated experience in the concept development and implementation of a range of brand and graphic design projects.
2. Proven ability to work effectively within a fast-paced team environment, to manage and deliver multiple graphic design requests from various stakeholders.
3. Well-developed organisational skills with the proven ability to work autonomously to deliver multiple projects within the deadline.
4. Ability to use current graphic desktop publishing and graphic software packages including Adobe, Indesign Creative Suite, Illustrator and Photoshop.
5. Demonstrated creative ability in the production of effective print, digital and advertising campaign work.
6. Demonstrated knowledge of print, digital and social media artwork and production.

SPECIAL CONDITIONS

- Nil



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APPOINTMENT IS SUBJECT TO

- Eligibility to Work in Australia.
- A current (within six months) National Police Clearance Certificate.