



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

Creative Producer

Position Number

15240

Classification Level

Level 4 (L4)

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Engagement

Branch/Team

WA Museum Boola Bardip / Learning and Engagement

Physical Location/s

WA Museum Boola Bardip, Perth

REPORTING RELATIONSHIPS

Position reports to

Manager Learning and Engagement, L5

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

The Creative Producer's role is to develop, implement, resource, deliver and evaluate high quality public programs and experiences relating to the Western Australian Museum.

The Creative Producer will be paramount to the creative development and scale mounting of medium to large scale cultural and digital public programs which enhance the Museum offering.

This role will focus on developing programs that contribute to the Museum's rich engagement strategy including producing talks and live arts experiences.

STATEMENT OF DUTIES

- Develop, implement, resource, and deliver high quality public programs and experiences to enhance engagement with the Museum and its collection for a wide audience.



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- Produce creative, innovative, and multi-layered programs using a variety of art forms, digital technologies, and on a wide range of topical issues and subjects.
- Work in partnership with external stakeholders, communities, cultural partners, and teams across the WA Museum Boola Bardip.
- Develop and manage projects including proposal development, budget development and management, project schedules, resource and logistic requirements, briefings, record keeping and general project administration.
- Support the marketing of programming and collateral development and implementation of sales support.
- Liaise with external providers, partners, and audiences to deliver quality experiences and excellent customer service to all audiences.
- Monitors milestones and performance indicators, reports on progress, undertakes detailed analysis, assess program outcomes and makes recommendations for improvements to future programs.
- Other duties as required with respect to the scope of the position.

WORK RELATED REQUIREMENTS

Essential

1. Experience in developing, programming, producing, implementing, resourcing, delivering, and evaluating large-scale creative and innovative public programs, activities and events relevant to a cultural environment.
2. Knowledge and interest in current topical issues, stories, engagement methods and programming trends for a variety of audiences, and an understanding of how these impact the overall experience.
3. Demonstrated project management skills, including budget development and management, financial and other record keeping and project administration.
4. Well-developed written and verbal communication, interpersonal and negotiation skills.
5. Ability to coordinate concurrent projects, including managing conflicting priorities and timelines and the ability to work well under pressure.



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Desirable

1. A relevant qualification in Arts, Cultural or Museum Management, and Journalism or a related discipline.
2. Working understanding of designing digital and media content as it relates to program development.

SPECIAL CONDITIONS

- Work outside normal business hours and on weekends is required.

APPOINTMENT IS SUBJECT TO

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