



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 a 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

Digital Services Producer

Position Number

16257

Classification Level

Level 3

Award/Agreement

PSGO CSA GA 2017/ PSA 1992

Directorate

Corporate and Strategy

Branch/Team

Digital Services and Online Development

Physical Location/s

WA Museum Boola Bardip, Perth

REPORTING RELATIONSHIPS

Position reports to

Manager Digital Services and Online
Development, L7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

The production and administration of digital content for the Museum while supporting the Museum to achieve digital outcomes.

STATEMENT OF DUTIES

- Working with the Digital Experience Designer on the production and editing of written, audio visual, photographic, and other types of digital content, as required.
- Administration of content, related assets and structural elements within the Museum's websites, in-gallery digital platforms, and other content management systems.
- Liaising with Museum staff to create museum content and ensure it is available through all relevant digital channels.
- Monitoring and responding to requests and feedback regarding the Museum's websites and in-gallery digital platforms.
- Reviewing relevant content prior to publishing to ensure consistency and accuracy as per Museum guidelines.



- User administration and training on the Museum's website and other digital channels.
- Supporting the Manager Digital Services to ensure that a customer-focused and accessible web service is provided.
- Advising Museum staff on options available to achieve digital outcomes.
- Maintaining an up-to-date knowledge of trends related to web technologies and other digital mediums.
- Maintaining all documentation, including technical documentation, policies, guidelines, and procedure manuals for the Museum's digital systems.
- Other duties as required with respect to the scope of the position.

WORK RELATED REQUIREMENTS

Essential

1. Experience in the production and editing of written, audio visual, photographic, and other types of digital content.
2. Demonstrated knowledge of content management systems, and ability to manage and maintain information systems including websites and databases.
3. Demonstrated well-developed organisational, analytical, and problem-solving skills with the ability to prioritise tasks to meet deadlines.
4. Well-developed verbal, written, and interpersonal communication skills with the ability to effectively liaise with stakeholders at all levels.
5. Demonstrated proficiency in using industry standard production applications.

Desirable

1. Knowledge of basic scripting languages, including HTML, CSS, and JavaScript.
2. Experience using Drupal CMS.
3. Experience in a cultural institution such as a museum or art gallery.

SPECIAL CONDITIONS

Appointment is subject to:

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