

## JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Installation Technician	<b>POSITION NUMBER</b> 16902	<b>CLASSIFICATION:</b> Level 2
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<b>AWARD</b> Public Service Award 1992 / PSGO CSA GA 2024	<b>EMPLOYMENT TYPE</b> Permanent, Full time
<b>DIRECTORATE</b> Operations	<b>TEAM</b> Exhibitions and Projects
<b>POSITION REPORTS TO:</b> Exhibitions and Display Coordinator	<b>POSITIONS REPORTING TO THIS POSITION</b> NIL
<p><b>PURPOSE OF POSITION</b></p> <p>To provide technical support for the preparation, installation, maintenance, and de-installation of exhibitions, collection displays, and loans. The role supports the effective management of exhibition spaces, equipment, and collection handling, including associated display furniture, in compliance with international museum standards and Work Health and Safety requirements, to deliver high-quality visitor experiences.</p>	
<p><b>CONTEXT</b></p> <p>The Art Gallery of Western Australia develops and maintains the best public art collection in the State and the world's pre-eminent collection of Western Australian art. Our purpose is to preserve, interpret, display and acquire historic and contemporary visual arts. Through our collections, programs and events, we offer visitors exciting encounters with Western Australia art, Australian Indigenous art and the art of the world. The Art Gallery of Western Australia has an established national and international reputation and brings major world exhibitions to Western Australia and takes Western Australian initiated exhibitions to the world.</p> <p>The Art Gallery of WA is a Statutory Authority within the Department of Cultural Industries, Tourism and Sport. 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.</p>	

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### STATEMENT OF DUTIES

1. Prepare, assemble, install, and de-install exhibitions in accordance with international museum best practice, including commissioning audio-visual and computer equipment.
2. Fabricate and install display furniture, including plinths, showcases, stud walls, and complex display constructions.
3. Support the Registration and Conservation teams to pack, move, and store the State Collection and loans in compliance with international museum standards following instruction from the Installation Supervisor.
4. Prepare and fit out crates and other storage systems for loans or State Collection maintenance following instruction from the Installation Supervisor.
5. Maintain exhibitions and display spaces, including conducting daily walkthroughs and addressing operational requirements.
6. Maintain and manage stock in the packing room, workshop, and storage areas in accordance with Work Health and Safety procedures.
7. Maintain exhibition furniture, audio-visual equipment, and gallery equipment (e.g. trolleys, pallet jack, forklift, EWP) and ensure adequate stock of exhibition-related materials and equipment, utilising approved communication processes and service logs.
8. Contribute to Gallery and team goals and participate in organisational initiatives and activities as required.
9. Undertake additional duties as required, consistent with the skills, knowledge, and abilities of the role.

### COMPLIANCE AND LEGISLATIVE KNOWLEDGE

Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.

Meet Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

Maintain current knowledge of all developments and changes in legislative requirements that apply to the state government sector.

### SPECIAL CONDITIONS

Current Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

100 Point identification check

'Australian Permanent Residency' status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Complete induction procedure within one month from start date with AGWA.

Complete Accountable and Ethical Decision Making within one month of commencement.

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### WORK RELATED CRITERIA (SELECTION CRITERIA)

#### Essential

1. Demonstrated experience in exhibition installation and de-installation in a museum or gallery setting.
2. Experience and knowledge of safe handling of artworks to museum best practice standards, or equivalent.
3. Capacity to lift and carry objects of appropriate size and weight and work at heights in compliance with Work Health and Safety guidelines.
4. Proficiency with tools and equipment for fabrication, painting and installation of exhibition display furniture.
5. Ability to safely operate gallery equipment (e.g. pallet jack, forklift, EWP).
6. Strong understanding of WHS requirements in workshop and gallery environments.
7. Effective communication skills and ability to work proactively, accurately, and efficiently under tight deadlines.
8. Strong teamwork and collaboration skills.
9. Basic computer skills.

#### Desirable

1. Understanding of lighting, audio-visual and digital installation and maintenance in a museum or gallery setting.

### KEY RELATIONSHIPS / INTERACTIONS

1. Exhibitions team including the Exhibitions and Projects Manager, Exhibitions and Display Coordinator
2. Registration and Conservation team
3. Curatorial team
4. External contractors, artists and curators

### KEY CHALLENGES

1. Meeting tight timelines for publicly announced deadlines.
2. Dealing with complex art installations to meet quality outcomes.
3. Support cohesive, inclusive and safe teamwork practices within the Installation team and with the broader AGWA team.
4. May be required to work outside of normal business hours as negotiated to deliver exhibition outcomes.

**LOCATION:** Perth Cultural Centre

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<p>2. Skills in carpentry, metal work, and general applied building/making techniques including ability to interpret and work from technical drawings, plans, and elevations.</p> <p>3. Accreditation to operate a forklift, rigging/dogging, and possession of a Working at Heights certificate.</p> <p>4. Valid C class drivers licence and/ or light/ medium rigid licence.</p>	
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**Manager Signature:** ..... **Date:** ...../...../..... **Employee Signature:** ..... **Date:** ...../...../.....