



# Job Description Form

## Creative Programs Officer

<b>Position Number:</b> 15626	<b>Classification Level:</b> Level 4
<b>Directorate:</b> Library Services	<b>Agreement:</b> Public Sector CSA Agreement 2024
<b>This Position Reports To:</b> Senior Exhibitions Coordinator – 16490 – Level 5	
<b>Positions Reporting to this Position:</b> Nil	

### OUR VALUES AND BEHAVIOURS

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

<b>Community Focused</b>	Provide high quality services based on community need.
<b>Responsive</b>	Make informed, timely decisions and communicate them clearly.
<b>Respectful</b>	Value others and respect their differences.
<b>Accountable</b>	Hold ourselves to account for the work we do.
<b>Innovative</b>	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

### OUR CORPORATE RESPONSIBILITIES

Model, promote and demonstrate a genuine commitment to the State Library’s organisational values.
Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
Act safely and in accordance with the State Library’s Occupational Health and Safety Policy and Procedures.

## ROLE OF DIRECTORATE

The Library Services Directorate delivers responsive services to the Western Australian community, from the vibrant State Library building in the cultural heart of Perth, online and through the network of public libraries across our expansive state. Library Services shares Western Australian stories from our rich collections through exhibitions, events and experiences and celebrates and supports Western Australian storytellers as they share their stories in all their many forms. Library Services provides access to information and learning opportunity and support for researchers, and partners with local governments to provide free, equitable and contemporary library services throughout Western Australia. Library Services inspires a lifelong love of reading, writing and learning and communicates our many offerings to the community and beyond.

## ABOUT THE ROLE

Working within the Engagement and Creative Programs team, this position connects the community with the State Library's rich collections and stories of Western Australia. The position undertakes research and interpretation activities to develop creative programming using curated stories that explore and reflect the Western Australian community, translating them into events, exhibitions, online programming and other engagement activities to share the State Library's collections as widely as possible. The Creative Programs Officer understands the full program life cycle, from concept, through delivery to evaluation, balancing creativity with practicality, and scaling ideas to fit budget, resources and timeframes. This position also translates or adapts in-person exhibitions and events to be presented online – with a particular focus on how stories can be shared with visitors online in creative ways.

## KEY RESPONSIBILITIES OF THIS POSITION

### Role Specific Responsibilities:

1. Develops programming aligned with collection and interpretation strategies, that has the capacity to scale and grow.
  2. Undertakes thorough research into Western Australian and special collections to produce exceptional audience experiences of differing scales and formats, including exhibition programming, talks and ideas, partner events, tours and workshops or online experiences.
  3. Engages in consultation and audience engagement, with occasional public speaking, as part of program development, delivery and evaluation.
  4. Maintains project management plans to ensure projects are delivered on time, on budget and to agreed specifications, including collaborating with external contractors and internal marketing, IT, web design and programming teams.
  5. Negotiates agreements with partners, artists and presenters to ensure the successful development of audience engagement experiences that meet the State Library's strategic objectives.
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6. Ensures program formats, content and context are accessible, appropriate and appealing for the State Library's target audiences including families, children, teens, students, tourists, researchers, culture seekers and new business founders.
  7. Contributes to program evaluation, continuous improvement program and application of lessons learned.
  8. Contributes to collection development activities.
  9. Develops procedures and operational processes.
  10. Contributes to a positive team environment that is safe, fosters equity and diversity and enables achievement of personal and State Library goals.
  11. Contributes towards meeting team objectives and outcomes within the State Library's values.
  12. Provides customer focused service.
  13. Performs other duties as required.

## ESSENTIAL WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

### Essential:

#### 1. Role Specific

- Experience in research and interpretation of collections or experience in journalism, media production or web-based storytelling.
- Relevant experience in developing, producing, delivering and evaluating creative programs for diverse audiences, including online audiences.

#### 2. Shapes and Manages Strategy

- Supports shared purpose and direction.
- Thinks strategically.
- Harnesses information and opportunities.
- Shows judgement, intelligence and common sense.

#### 3. Achieves Results

- Identifies and uses resources wisely.
- Applies and builds professional expertise.
- Responds positively to change.
- Takes responsibility for managing projects to achieve results.

#### 4. Builds Productive Relationships

- Nurtures internal and external relationships.
- Listens to, understands and recognises the needs of others.
- Values individual differences and diversity.
- Shares learning and supports others.

#### 5. Exemplifies Personal Integrity and Self-Awareness

- Engages with risk and shows personal courage.
- Commits to action
- Promotes and adopts a positive and balanced approach to personal development.

**6. Communicates and Influences Effectively**

- Communicates clearly.
- Listens, understands and adapts to audience.
- Negotiates confidently.

**Desirable:**

- Relevant tertiary qualifications.
- Project management accreditation.
- A background in video, radio production, journalism or web design.

**APPOINTMENT PRE-REQUISITES**

**Appointment to this position is conditional on:**

1. Right to Work in Australia.
2. Successful Criminal Record Screening Clearance.

**SPECIAL CONDITIONS**

**Special conditions of this position:**

1. Frequent out of hours/weekend work.

**CERTIFICATION**

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

<b>Position Title:</b> Director Library Services	<b>Name:</b> Susan McEwan	<b>Date:</b> 17/03/2025
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**REGISTERED**  
**State Library of Western Australia**  
  
INITIALS: LTS    DATE: 15/04/2025