



JOB DESCRIPTION FORM



JOB TITLE: Site Manager Fremantle Museums	POSITION NUMBER: 13603	CLASSIFICATION: Level 6
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AWARD PSA 1992 / PSGOGA 2014	EMPLOYMENT TYPE Permanent, Full Time
DIRECTORATE Fremantle Museums and Business Development	TEAM Operations Fremantle Museums
POSITION REPORTS TO Director, Level 8	POSITIONS REPORTING TO THIS POSITION Operations Manager, Level 5 Volunteer Coordinator, Level 4 Venue Hire and Events Manager, Level 5 Administrative Assistant, Level 2
PURPOSE OF POSITION Provides leadership of the team at the Western Australian Museum, Fremantle sites. Manages the day- to-day operations within a strategic framework. This includes contributing to the development of public programs and exhibitions; contributing to policy and strategy development; management and reporting of financial and human resources.	
CONTEXT The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia. The WA Museum's Fremantle sites include the WA Maritime Museum and the WA Museum – Shipwreck Galleries. The WA Museum has an administrative centre in Perth, a Collections and Research Centre in Welshpool, three regional museums in Geraldton, Albany and Kalgoorlie-Boulder. The WA Museum – Perth site will be closed to undertake a major redevelopment until 2020.	

REGISTERED
DEPARTMENT OF CULTURE
AND THE ARTS
INITIALS SM DATE 5.9.16



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<p>STATEMENT OF DUTIES</p> <p>1. Strategic and Operational Planning</p> <ul style="list-style-type: none"> • Develop and assist strategic and business plans in line with the Museum’s overall strategic direction. • Develop and execute implementation strategies in conjunction with the Director and the CEO. <p>2. Manage Operations and Service Delivery</p> <ul style="list-style-type: none"> • Works with Museum colleagues to program and ensure effective and optimal delivery of public programs, exhibitions and collections research that supports the aims and objectives of the WA Museum. • Manage and plan the operations of functional areas. • Ensure the effective development, management and administration of staff; including occupational health and safety, equal employment opportunity, performance management, conflict and grievance resolution, training and multi-skilling. • Ensure financial accountability through regular monitoring and acquittal of all functional and operational expenses. • Report on outcomes and key performance indicators. • Develop alternative funding; including sponsorship and grants, in close liaison with the Executive Management Team and the Foundation. • Work with Museum colleagues to identify, develop and implement strategic marketing initiatives. • Participates and actively contributes to Museum wide activities. 	<p>3. Consultation and Liaison</p> <ul style="list-style-type: none"> • Consult with Museum colleagues and with external bodies to ensure a co-ordinated approach to exhibitions and public programmes; merchandise, publications and venue hire opportunities. • Consult and liaise with the relevant Directors, Managers and external bodies to consistently deliver a high standard of visitor experience to the general public. • Liaise with key departments internal to the Museum and DCA. • Liaise with external partners in the public, private and voluntary sector as required. <p>Other duties as required with respect to the skills, knowledge and abilities of the employee.</p> <p>Compliance and Legislative Knowledge</p> <ul style="list-style-type: none"> ▪ Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation. ▪ Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Knowledge of the museum environment; including awareness of the values, ethics and professional practices in museums. 2. Effective interpersonal skills; including high level verbal and written communication skills, negotiation and liaison with external stakeholders. 3. Experience in managing projects to tight timelines and budgets. 4. Strategic and business planning, implementation and reporting on outcomes. 5. Effective management of staff, financial and physical resources. 6. In the context of this role, have the ability to apply the principles of risk management, occupational health and safety, equal opportunity and diversity in the workplace. 7. A tertiary qualification in a discipline relevant to the museum or equivalent experience. <p>Desirable</p> <ol style="list-style-type: none"> 1. Experience in marketing, public programs and/or managing sponsorships and grants 2. Experience in the development of programming and events at a Museum or similar cultural institution. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. Staff within team – this position will have a key role to play in managing staff within their team to deliver great customer experiences 2. Programme teams – to ensure the site’s context, needs and special events are taken into account during the planning, development and delivery of programmes – learning and exhibition; 3. Facilities team - to ensure that site works have minimal impact on Museum operations 4. Commercial team – to ensure the coordination of Venue, Retail and Café requirements with Museum operations <p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. To lead changes in WA Museum culture and processes in such a way that staff retain “ownership” and see changes as a positive contribution to their work 2. Increase activation of the site through effective programming. 3. Facilitate effective relationships and collaboration with other teams, managers, communicating with all levels of staff. 4. Completing multiple projects within tight timeframes while also managing staff and a fluctuating workload of ongoing tasks 5. Coordinating complex site activities to deliver Museum operations while meeting demanding stakeholder requirements and minimising impacts on visitors 6. Being able to assess situations and make sound, prompt and appropriate decisions <p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. The WA Museum is open 362 days per year – the position may be required to work weekends and after hours. <p>LOCATION Perth Metropolitan Area</p>
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<p>REGISTERED DEPARTMENT OF CULTURE AND THE ARTS</p> <p>INITIALS <u>SJM</u> DATE <u>5.9.16</u></p>

Manager Signature: **Date:**/...../..... **Employee Signature:** **Date:**/...../.....