



# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Digital Services Producer	<b>POSITION NUMBER</b> 13373	<b>CLASSIFICATION:</b> Level 3
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<b>AWARD</b> Public Service Award 1992 / PSGOGA	<b>EMPLOYMENT TYPE</b> Permanent, Full-Time
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<b>DIRECTORATE</b> Finance and Business Development	<b>TEAM</b> Online Development
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<b>POSITION REPORTS TO</b> Manager Digital Services and Online Development, L6	<b>POSITIONS REPORTING TO THIS POSITION</b> Nil
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<b>PURPOSE OF POSITION</b> To produce, publish and create digital content for the museums digital platforms and relevant third party websites.
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<b>CONTEXT</b> <p>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.</p> <p>The Western Australian Museum is part of the Culture and Arts Portfolio, brought together by the Department of Culture and the Arts (DCA). DCA is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.</p>
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<b>REGISTERED</b> DEPARTMENT OF CULTURE AND THE ARTS INITIALS <i>spm</i> DATE <i>23.3.17</i>
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## STATEMENT OF DUTIES

1. Produce digital content and interpretation of Museum research for publication through various digital channels.
2. Liaise with curators and business unit team leaders to ensure Museum content is available online through various digital channels.
3. Provide support to create Museum content and ensuring accurate data systems and records management.
4. Monitor and manage the online environment of the Museum, including the Museum's website, digital platforms and 3<sup>rd</sup> party websites.
5. Liaise with stakeholders across the Museum to ensure that information on professional learning opportunities is available on and promoted through the all Museum digital channels.
6. Review all content prior to publishing to ensure consistency and accuracy as per guidelines and style guides.
7. Provides training on the Museum's website and other digital channels.
8. Undertakes activities to publish Museum content and research on 3<sup>rd</sup> party platforms.
9. Supports the Manager Digital Services to ensure that a customer-focused and accessible web service is provided and advises project managers on technology and software options available to achieve outcomes.

10. Maintains an up-to-date knowledge of trends related to web technologies and other online mediums.
11. Maintains all documentation, including technical documentation, policies, guidelines and procedure manuals for the Institute's online systems.

Other duties as required with respect to the skills, knowledge and abilities of the employee.

## Compliance and Legislative Knowledge

1. Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation.
2. Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

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<p><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>Demonstrated knowledge of content management systems and ability to manage and maintain information systems including websites and databases.</li> <li>Demonstrated well developed organisational, analytical and problem solving skills with the ability to prioritise tasks to meet deadlines.</li> <li>Well developed verbal, written and interpersonal communication skills with the ability to effectively liaise with stakeholders at all levels.</li> <li>Demonstrated well developed computer application skills.</li> <li>Experience in the production of content for digital and online consumption.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>Knowledge of basic scripting languages, including HTML, CSS and JavaScript.</li> <li>Experience using Drupal CMS.</li> <li>Knowledge of museum practice.</li> </ol>	<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>Manager Web Services and Development; Online Services Designer; Online Services Developer.</li> <li>The Museum's digital audience.</li> </ol>
	<p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>Must work with a variety of parties to produce relevant content.</li> <li>Follow trends in digital publishing and be able to respond quickly to changes in expectations of digital content delivery.</li> <li>Produce content specific to a range of platforms and uses.</li> <li>Work closely with a technically focussed Digital Services team.</li> </ol>
	<p><b>SPECIAL CONDITIONS</b></p> <p>Nil</p>
	<p><b>LOCATION</b></p> <p>Perth</p>

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

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