



# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Discovery Manager	<b>POSITION NUMBER</b> 12524	<b>CLASSIFICATION:</b> Level 5
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<b>AWARD</b> Public Service Award 1992 / PSGOGA	<b>EMPLOYMENT TYPE</b> Permanent, Full Time
<b>DIRECTORATE</b> Creativity and Regional Development	<b>TEAM</b> Learning and Creativity
<b>POSITION REPORTS TO</b> Learning and Creativity Manager, L7	<b>POSITIONS REPORTING TO THIS POSITION</b> Education Officer, SCL1 Discovery Assistant L2 (x3)

**PURPOSE OF POSITION**

The Discovery Manager's primary role is to enhance the Museum's profile through the development, implementation and evaluation of high quality programs, experiences and resources that are relevant to the collection at the Western Australian Museum (metropolitan sites). For this purpose, the Discovery Manager is required to become familiar with the content of the exhibitions and collections in the Museum.

The Discovery Manager plays an active part managing and administering the team responsible for the creation of experiences which enhance and extend the Museum visit, including holiday programs, special events and adult talks and engagement programs. The core audiences for this role include families, adults, child-care groups, visitors with special needs, as well as visitors from outside of Western Australia.

The position operates within the Museum strategic plan and within the parameters set by the Learning and Creativity Manager. The Discovery Manager is part of the Learning and Creativity team, and works under the direction of the Learning and Creativity Manager.

**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 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.

**REGISTERED**  
DEPARTMENT OF CULTURE  
AND THE ARTS

INITIALS *spm* DATE *14.9.17*



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<p><b>STATEMENT OF DUTIES</b></p> <ol style="list-style-type: none"> <li>1. Manage and administer the team responsible for the development and implementation of high quality public programs, events and experiences, relating to the Museum's displays and its collection, for a wide audience.</li> <li>2. Manage and administer promotional and marketing opportunities for adult and family programs.</li> <li>3. Manage and administer the development of strategic partnerships with regard to adult and family programs.</li> <li>4. Work in partnership with the teams within Learning and Creativity (Education, Engagement) to develop an integrated Adult and Family Programs product.</li> <li>5. Assist with training and evaluation of volunteers, Visitor Services Officers and other Museum staff, as required.</li> <li>6. Participate in Museum project teams.</li> </ol> <p>Other duties as required having regard for the skills, knowledge and abilities of the employee.</p>	<p><b>Compliance and Legislative Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation.</li> <li>2. Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.</li> </ol>
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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>Experience in managing the development, implementation and evaluation of creative and innovative interpretative and engagement experiences for visitors, relevant to a Museum environment.</li> <li>Ability to lead the development of creative and innovative ideas, and awareness of current engagement methods for a variety of audiences.</li> <li>Ability to manage projects and budgets, including conflicting priorities and timelines, and the ability to work well under pressure.</li> <li>Ability to lead, manage and administer a diverse team of people in a creative environment; and the ability to liaise with management at various levels.</li> <li>Highly developed visual, written and verbal communication skills; and the proven ability to oversee and provide feedback to team members in these areas.</li> <li>Highly developed interpersonal skills, and a demonstrated ability to work both independently without supervision and as part of a team.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>Previous experience working within a Museum or similar environment.</li> <li>Interest in, and knowledge of, Western Australia's natural history and cultural heritage.</li> <li>A relevant qualification in education, interpretation or a Museum-related discipline.</li> </ol>	<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>Learning and Creativity Manager.</li> <li>Learning and Creativity management and staff.</li> <li>Discovery Centre staff.</li> <li>Other Museum staff as required.</li> </ol> <p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>Balance multiple, competing priorities in terms of workload, within a limited budget.</li> <li>Work effectively within an extended team to deliver and develop programs and activities.</li> <li>Help to develop and build strategic partnerships.</li> </ol> <p><b>SPECIAL CONDITIONS</b></p> <ol style="list-style-type: none"> <li>A current (within 6 months) National Police Certificate will be required.</li> <li>A current Working with Children Clearance (WWCC) will be required.</li> <li>Some weekend or out-of-hours work may be required.</li> <li>"C" Class driver's licence or equivalent will be required.</li> </ol> <p><b>LOCATION</b></p> <p>Perth and Welshpool.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <p style="text-align: center;"><b>REGISTERED</b></p> <p style="text-align: center;">DEPARTMENT OF CULTURE AND THE ARTS</p> <p>INITIALS <u>sjm</u> DATE <u>14.9.17</u></p> </div>
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**Manager Signature:** ..... **Date:** ...../...../..... **Employee Signature:** ..... **Date:** ...../...../.....