



JOB DESCRIPTION FORM

JOB TITLE: Coordinator Exhibitions Projects	POSITION NUMBER 13747	CLASSIFICATION: Level 5
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AWARD Public Services Award 1992 / PSGOGA	EMPLOYMENT TYPE Permanent, Full-Time
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DIRECTORATE Creative and Regional Development	TEAM Projects and Regional Development
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POSITION REPORTS TO Manager Projects and Regional Development, Level 7	POSITIONS REPORTING TO THIS POSITION Nil
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PURPOSE OF POSITION

This position has two primary goals:

- Exhibition Development** – involves the delivery of specific exhibition and public program projects using the exhibition development process.
- Exhibition and Public Program Coordination** – involves the maintenance and improvement of project management standards within the Creative and Regions Directorate.

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 <i>SJM</i>	DATE <i>10.11.17</i>



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<p>STATEMENT OF DUTIES</p> <p>Exhibition Development and Delivery</p> <ol style="list-style-type: none"> 1. Provides project leadership and/or support to specific projects related to the end-to-end process of exhibition development & delivery. 2. Ensure effective analysis and translation of curator and stakeholder requirements. 3. Provides capacity for co-curation of exhibitions and projects with external communities. 4. Consults and negotiates with areas having an interest in, or which will be impacted by, the project to ensure internal and external stakeholders' requirements are met. <p>Exhibition and Project Coordination</p> <ol style="list-style-type: none"> 1. Maintain and improve the project management processes and tools used within the Creative and Regions Directorate 2. Establish and maintain Projects Registrations and Reporting System to monitor progress at individual project and Directorate levels. 3. Provide project advice and learning support to Directorate team members. <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. Demonstrated experience in the development and delivery of museum exhibitions. 2. Knowledge of and ability to interpret curatorial requirements. 3. Ability to facilitate constructive interdisciplinary relationships. 4. Project planning & management skills. 5. Communication, negotiation and interpersonal skills. 6. Research, analytical, conceptual and evaluation skills. 7. Resource and contract management skills. <p>Desirable</p> <ol style="list-style-type: none"> 1. Knowledge and experience of museum collection registration systems. 2. Understanding of and commitment to continuous improvement. 3. Tertiary qualifications in museum studies or related discipline. 4. Certification in project management. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. Manager Projects and Regional Development. 2. Projects and Regional Development Team Members. 3. Director Creative and Regional Development. 4. Manager Exhibitions and Design. 5. Creativity and Regional Development staff. 6. Broad cross-section of stakeholders in relation to specific projects.
	<p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. Managing in a resource constrained environment. 2. Ensuring priorities are accepted, agreed and supported. 3. Ensuring disciplined use of the PMF across the C & R Directorate. 4. Maintaining consistency of processes & tools. 5. Reporting on time.
	<p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. Infrequent intrastate travel. 2. May be required to work at different locations within the metropolitan area.
	<p>LOCATION</p> <p>Welshpool and Fremantle.</p>

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

