

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES**WESTERN AUSTRALIAN MUSEUM****MISSION**

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to contribute to the diversity and creativity of our world.

VISION

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world

VALUES

Accountable
Inspirational, Inclusive and Accessible
Enterprising and Excellent
Sustainable

ABOUT THE MUSEUM

The Western Australian Museum is home to the State's scientific and cultural collection, which it makes accessible to the community through research, exhibitions and public programs. It provides opportunities for all West Australians to express their sense of being, celebrate their cultural heritage and identity, and embrace their shared existence. It is a place where people can share stories and experiences. It adheres to principles of mutual understanding and natural justice. The Museum's exploration, research and interpretive work in the sciences and humanities is world leading.

The Museum currently has six public sites: WA Maritime Museum, WA Shipwrecks Museum, Museum of Geraldton, Museum of the Goldfields, and Museum of the Great Southern. The Perth site is temporarily closed while we build the New Museum for WA.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC). The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

DETAILS**Position Title**

Digital Services Producer

Position Number

13373

Classification Level

Level 3

Award/Agreement

PSGO CSA GA 2017/ PSA 1992

Directorate

Finance and Business Development

Branch/Team

Online Development

Physical Location

Perth, Western Australia

Effective Date

07/06/2019

Employment Type

Permanent, Full Time

REPORTING RELATIONSHIPS

Position reports to

12809, Manager Digital Services and Online Development

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

To produce, publish and create digital content for the museum's digital platforms and relevant third-party websites.

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 3rd 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 3rd 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 Museum's online systems.

Other duties as required with respect to the scope of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the DLGSC Code of Conduct;
- Comply with applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential

1. Demonstrated knowledge of content management systems and ability to manage and maintain information systems including websites and databases.
2. Demonstrated well developed organisational, analytical and problem-solving skills with the ability to prioritise tasks to meet deadlines.
3. Well-developed verbal, written and interpersonal communication skills with the ability to effectively liaise with stakeholders at all levels.
4. Demonstrated well developed computer application skills.
5. Experience in the production of content for digital and online consumption.

Desirable

1. Knowledge of basic scripting languages, including HTML, CSS and JavaScript.
2. Experience using Drupal CMS.
3. Knowledge of museum practice.

KEY RELATIONSHIPS/INTERACTIONS

1. Manager Web Services and Development; Online Services Designer; Online Services Developer.
2. The Museum's digital audience.

KEY CHALLENGES

1. Must work with a variety of parties to produce relevant content.
2. Follow trends in digital publishing and be able to respond quickly to changes in expectations of digital content delivery.
3. Produce content specific to a range of platforms and uses.
4. Work closely with a technically focussed Digital Services team.

SPECIAL CONDITIONS

Appointment is subject to:

1. Eligibility to Work in Australia.
2. A current (within 6 months) National Police Clearance certificate is required.

Training:

1. Complete induction within three months of commencement.
2. Complete any training specific to the role required by Departmental or WA Museum policy.
3. Complete the Department's Accountability and Ethical Decision-Making training within six months of appointment.

