



WESTERN
AUSTRALIAN
MUSEUM

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

Project Officer Offsite Activation

Position Number

13794

Classification Level

Level 4

Award/Agreement

Public Sector CSA Agreement 2019

Directorate

Fremantle Museums, Business Development

Branch/Team

Offsite Activation

Physical Location

Fremantle/Welshpool

Effective Date

03 December 2019

Employment Type

Permanent, Full Time



REPORTING RELATIONSHIPS

Position reports to

Learning and Creativity Manager, L7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

The Project Officer Offsite Activation primary role is to enhance the Museum's profile through the coordination and implementation of the Museum's Offsite Activation Program. This includes the coordination of high quality programs, experiences and resources that are relevant to the collections and content of the Western Australian Museum.

The role will be responsible to implement all offsite activities including coordination of the yearly program, site operations on the day, public program development, content development, partnership coordination and volunteer and staff management (during the event), to ensure that the event is successful and meets the desired outcomes of the Museum.

STATEMENT OF DUTIES

1. Coordinate the development and implementation of high quality offsite programs, events and experiences, relating to the Museum's displays and its collection, for a wide audience.
2. Coordinate the installation of the event material, in consultation with external and internal stakeholders as relevant.
3. Work in partnership with other teams and departments to develop an integrated Offsite Activation program that aligns to Museum strategy.
4. Liaise, communicate, negotiate and maintain relationships with external stakeholders and strategic partners, under the direction of line manager.
5. Develop and maintain appropriate project management documentation, including project briefs and reporting.
6. Oversee the budget for the Offsite Activation Program, ensuring regularly monitoring of expenses.

Other duties as required having regard for the skills, knowledge and abilities of the employee.

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 ability to coordinate multiple tasks, priorities, and workloads to meet tight deadlines.
2. Demonstrated experience in the provision of project administration, including collating information, editing documents, producing reports, managing project documents, schedules and maintaining a budget.
3. Ability to work well under pressure.
4. Effective skills in communication, negotiation and the ability to influence a wide range of internal and external stakeholders.
5. Experience in cultivating strong and productive working relationships and partnerships.
6. Experience in the coordination of outreach programs or offsite activities for a cultural institution.
7. Ability to problem solve and display initiative when dealing with unexpected events.

Desirable

1. An understanding of working in a Museum context.
2. Experience in developing exhibitions, public programs or events at a Museum, or similar institution.
3. Experience in project management framework and documentation.

KEY RELATIONSHIPS/INTERACTIONS

1. WA Museum staff and volunteers.
2. External Stakeholders – Government departments, supporters, sponsors and partner organisations, members of the public.

KEY CHALLENGES

1. Working with internal and external stakeholders to optimise the input and ideas for offsite activations.
2. Critical thinking creative problem solving, flexibility and adaptability to accommodate evolving priorities and opportunities.
3. Help to develop and build strategic partnerships.

SPECIAL CONDITIONS

Appointment is subject to:

1. Eligibility to Work in Australia.
2. Employees will be required to work on weekends, public holidays and evenings.
3. Employees will be required to work outside of standard business hours.
4. "C" Class driver's licence.

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.
-

