



ABOUT THE WESTERN AUSTRALIAN MUSEUM

The Western Australian Museum aims to inspire people to explore and share their identity, environment, culture and sense of place, and to contribute to the diversity and creativity of our world.

The Museum preserves, documents and shares collections relating to the State's natural and cultural heritage. It collaborates with people across Western Australia to share the stories and voices of diverse communities. It works alongside national and international organisations, contributing to global research, promoting life-long learning, and developing and hosting world-class exhibitions.

Established in 1891, it has evolved over the past 130 years to become a vibrant centre of inspiration, learning and enjoyment for all Western Australians, as well as the primary home of the State's natural science and cultural heritage collections.

Today, the Western Australian Museum has seven public locations and provides inclusive spaces where people can explore what it means to be Western Australian. It also has a Collections and Research Centre that houses more than eight million objects which are safeguarded for the benefit of future generations.

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.

MISSION

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to experience and 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
- We recognise Aboriginal and Torres Strait Islander people as the first peoples of Australia.



DETAILS

Position Title

Manager, Exhibitions and Interpretive Projects

Position Number

14892

Classification Level

Level 7

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Engagement

Branch/Team

Exhibitions and Interpretive Projects

Physical Location

Welshpool

Effective Date

1 January 2021

REPORTING RELATIONSHIPS

Position reports to

Director, Engagement

Positions reporting to this position

- Team Leader Design – Level 5
- Team Leader Exhibition Production and Installation – Level 5
- Coordinator Exhibitions and Interpretive Projects – Level 5
- Coordinator Exhibitions and Interpretive Projects – Level 5 (2.0 FTE)
- Administrative Assistant – Level 2

PURPOSE OF THE POSITION

The Manager, Exhibitions and Interpretive Projects provides leadership for the team responsible for development, creation and installation of temporary and permanent exhibitions, including ongoing maintenance.

The role manager the day-to-day planning within a strategic framework to develop, implement and evaluate high quality exhibition programming and other interpretive projects.



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Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

STATEMENT OF DUTIES

1. Develop and implement the delivery of a scheduled program of temporary exhibitions, three years ahead of time.
2. Develop and manage the human, financial and physical resources of the team to facilitate in timely, efficient and on-schedule project management, and cross-team program delivery.
3. Develop creative strategies to implement the plans in conjunction with the Director.
4. Development and implementation of an annual maintenance program for all museum sites including dismantling and refurbishing of current exhibits.
5. Ensures financial accountability for the projects through regular monitoring of all functional and operational expenses and acquittal of the same against agreed outcomes.
6. Maintain a high level of communication and liaison across the Museum to ensure a collaborative approach is taken in the development and delivery of the exhibitions program.
7. Participate in national and local forums and maintain industry networks interstate, to ensure a full understanding of current trends and opportunities.
8. Works with Museum colleagues to ensure effective and optimal delivery of exhibitions that support the aims and objectives of the WA Museum, in an audience first framework.
9. Consult extensively with Museum colleagues and with external bodies to ensure a co-ordinated approach to exhibitions and public programmes; merchandise, publications and other opportunities.
10. Develop, implement and maintain appropriate project management framework, including project documentation, and monitoring of overall outcomes.
11. Other duties as required with respect to the skills, knowledge and abilities of the employee.

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



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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 in the conceptualisation, development, construction, production, installation and evaluation of exhibitions in a museum context including an understanding of the principles and practice of exhibition design.
2. Effective interpersonal skills including high level verbal and written communication skills, negotiation and liaison with external stakeholders.
3. Experience in managing multiple complex projects to tight timelines and budgets.
4. Effective management of staff, financial and physical resources.
5. In the context of this role, demonstrated ability to apply conceptual and analytical skills in a range of strategic business development, planning and management scenarios.
6. In the context of this role, have the ability to apply the principles of risk management, occupational health and safety, equal opportunity and diversity in the workplace.

Desirable

7. A relevant tertiary qualification, or extensive experience in role.
8. Interest in, and knowledge of, Western Australia's natural history and cultural heritage.

KEY RELATIONSHIPS/INTERACTIONS

Director, Engagement, Executive Management Team, Perth, Fremantle and Regional Sites Managers, Curatorial teams, Marketing and Audience Development teams, Digital and Online teams, Foundation for WA Museums staff and other Museum staff as required.



KEY CHALLENGES

Managing multiple projects in a resource constrained environment, Managing a diverse team of staff, Developing a forward facing and diverse three-year exhibition program and Negotiating and communicating across multiple teams and other directorates to achieve results.

SPECIAL CONDITIONS

Work outside normal business hours and on weekends required and some travel required including overseas, interstate and regionally.

APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.
2. A current National Police Certificate will be required prior to commencement of employment.
3. C' Class drivers 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.