



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



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Senior Technical Officer

Position Number

14967

Classification Level

Level 4

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Engagement

Branch/Team

Exhibitions and Interpretive Projects

Physical Location

Perth (Boola Bardip)

REPORTING RELATIONSHIPS

Position reports to

Team Leader Exhibition Production and Installation

Positions reporting to this position

- NIL

PURPOSE OF THE POSITION

This position is responsible for exhibition construction, production, installation and maintenance across all permanent and temporary exhibition spaces at WA Museum Boola Bardip.

The role is responsible for planning and leading installation/deinstallation of temporary exhibitions including placement of furniture, installation of objects and interactives, lighting, and ongoing maintenance. It also coordinates and undertakes a range of activities associated with the maintenance and changeover of objects and displays in the permanent gallery exhibitions, coordinates the production of small, temporary displays in non-gallery spaces, and oversees the exhibition and design preparation, workshop and storage spaces onsite.

The position assesses a complex range of options relating to multiple projects and sometimes competing priorities to make informed operational decisions, in consultation with the Team Leader Exhibition Production and Installation, and Manager, Exhibitions and Interpretive Projects, to meet non-negotiable project deadlines or milestones. The role works collaboratively with other team members who are based in Welshpool and Fremantle, and as required will complete production activities at the Welshpool workshop.



STATEMENT OF DUTIES

1. Works with internal and external stakeholders, including across departments and with exhibition partners, to assess production and object work estimates, coordinate resources and personnel, and develop, circulate and maintain required documentation including schedules, briefs and OSH paperwork.
2. Provides a variety of technical skills to ensure effective and efficient construction, production, testing, installation and maintenance, meeting museum accessibility standards and material conservation requirements.
3. Plans and executes the maintenance program and object change-out schedule for displays at WA Museum Boola Bardip, consulting with designers, curators, conservators and registrars and project coordinators as required.
4. On assigned temporary exhibition projects, works with Team Leader, Production and Installation, assigned Project Manager and project team of designers, conservators, curators and registrars, and has responsibility to:
 - coordinate production requirements for production or procurement of furniture, showcases, AV housings and lighting
 - coordinate production of object mounts and supports, adhering to conservation and display requirements
 - schedule and lead installation and deinstallation program including gallery preparation and painting, installation of furniture, graphics, and audio-visual elements, and setting of lighting, adhering to OHS requirements
 - lead and supervise the object install team, ensuring safe object handling and adherence to conservation and display requirements
5. Responds effectively to work program changes and resolves other unforeseen issues without adversely affecting fixed milestones and deadlines within established project schedules, communicating clearly and escalating issues as appropriate to management teams.
6. On assigned projects, supervises other staff, external contractors and casual staff, providing necessary training and ensuring quality standards are met as well as compliance with contracts, agreements, policies and procedures, including compliance of personal protection equipment (PPE), appropriate training and tickets.
7. Responsible for the exhibition and design preparation and storage areas at WA Museum Boola Bardip, including maintenance of equipment and compliance, security, and meeting of occupational, health and safety (OHS), MSDS documentation requirements and accessibility standards.
8. Manages assigned production project budgets, following procurement guidelines.
9. Other duties as required with respect to the scope of the position.



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

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. Well-developed interpersonal and communication skills and the ability to work effectively as part of a multidisciplinary team.
2. Demonstrated experience in modern museum practices and display of collections, particularly; construction of object supports for display meeting conservation requirements and safe handling; gallery lighting; and security.
3. Knowledge of OHS and universal accessibility requirements for museum displays and public spaces.
4. Ability to read and translate construction / design drawings and to analyse and breakdown construction projects into effective production schedules and achievable timelines.
5. Demonstrated planning and organisational skills with experience in scheduling and coordinating exhibition installations.
6. Demonstrated understanding of management of working within the project management framework including the management of production project budgets.
7. Intermediate computer skills including word processing, spreadsheets, databases, budget software and email.
8. Fitness and physical ability to lift and carry objects of acceptable size/weight and work at heights.

Desirable

1. Forklift licence.
2. Working at heights safety awareness training
3. Experience with rigging and scaffolding.



KEY RELATIONSHIPS/INTERACTIONS

Exhibition and Design team, museum staff, and contractors

KEY CHALLENGES

Meeting tight timelines for publicly announced deadlines, ability to work in a diverse team environment, delivering Museum quality outcomes.

SPECIAL CONDITIONS

May be required to work outside normal business hours. May be required to travel and work at regional sites.

Appointment is subject to:

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

