



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.



**WESTERN
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MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Technical and Multimedia Officer

Position Number

14614

Classification Level

Level 4

Award/Agreement

PSGO CSA GA 2019

Directorate

Corporate and Strategy

Branch/Team

Digital Services and Online Development

Physical Location

WA Museum Boola Bardip

REPORTING RELATIONSHIPS

Position reports to

Manager Digital Services and Online
Development (12809)

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

The purpose of this position is to provide specialist technical services including supervising the installation, operation, maintenance and development of technical infrastructure to facilitate the delivery of digital media experiences in the WA Museum exhibitions, galleries and public spaces.

STATEMENT OF DUTIES

1. Schedule and supervise the completion of planned audio-visual and digital media systems maintenance duties ensuring that they are performed to a high standard, documented and reported on.
2. Perform trouble shooting and repairs on installed digital media equipment requiring a high level of technical expertise.
3. Undertake and oversee installation of digital media systems in exhibitions and public spaces being accountable for quality of work.



4. Participate in the planning of digital media exhibits, presentation spaces and refurbishments, leading project teams and overseeing installation.
5. Use expert knowledge in the field of audio-visual and exhibition multimedia to convey concepts and original ideas to museum colleagues, suppliers and external stakeholders.
6. Maintain current knowledge of industry trends and standards and research new technologies to support the objectives of the Department.
7. 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. Extensive knowledge and experience in the design, set up and operations of audio visual devices and delivery systems based on Windows operating systems and a working knowledge of computer networking techniques
2. Demonstrated experience in the project management of technical installations.
3. Demonstrated experience of installation, commissioning and troubleshooting of audio-visual devices, systems and digital media infrastructure in an exhibition or other large scale environment.
4. Communication and interpersonal skills of a high order, including the ability to liaise with staff, contractors and external stakeholders and able to negotiate and resolve conflicts in a positive manner. Possess a highly developed customer service focus.
5. A demonstrated ability to work independently, supervise others, prioritise work and multi-task in a dynamic environment.



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Desirable

8. A sound knowledge of Work Health and Safety requirements and practices and a demonstrated understanding of the application of risk analysis and control measures to provide a safe environment.
9. A sound knowledge of current trends and developments, including sustainability, within the exhibition and affiliated industries and an established network of industry related contacts.

KEY RELATIONSHIPS/INTERACTIONS

Manager Digital Services and Online Development, Digital Services and Online Development staff, Perth site Manager, Perth Operations Manager

KEY CHALLENGES

Managing competing demands and meeting tight deadlines

SPECIAL CONDITIONS

May require weekend or after-hours work. Penalty rates apply.

A current 'A' class driver's licence

APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.
2. To travel and work in other Museum sites

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.