



## ABOUT THE WESTERN AUSTRALIAN MUSEUM

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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

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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

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

### VALUES

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- Accountable
- Inspirational, Inclusive and Accessible
- Enterprising and Excellent
- Sustainable
- We recognise Aboriginal and Torres Strait Islander people as the first peoples of Australia.



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## **JOB DESCRIPTION FORM**

### **DETAILS**

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**Position Title**

Digital Services Designer

**Position Number**

12992

**Classification Level**

Level 4

**Award/Agreement**

PSA 1992/PSCA 2019

**Directorate**

Corporate and Strategy

**Branch/Team**

Digital Services and Online Development

**Physical Location**

Perth CBD

### **REPORTING RELATIONSHIPS**

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**Position reports to**

Manager Digital Services and Online  
Development, L7

**Positions reporting to this position**

Nil

### **PURPOSE OF THE POSITION**

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Designs and develops website and web application concepts, designs layouts and compositions in keeping with appropriate content delivery strategies, digital branding guidelines, usability, and accessibility requirements. Responsible for multimedia, gaming and video development and maintenance of the museum's GitHub code repository.

### **STATEMENT OF DUTIES**

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1. Production of web design and online multimedia and liaison with stakeholders and online manager to achieve project outcomes.
2. Interpretation of project briefs and provision of advice regarding design, presentation, production costs and timelines ensuring liaison with process contractors and stakeholders regarding estimates production processes and formats.
3. Collaboration with the online manager and stakeholders to determine the most appropriate content and presentation format for online audiences.



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4. Production, upgrade and maintenance of online multimedia material such as interface design, illustrations, animations and interactives, including design manipulation of photographic, video and audio materials.
5. Monitoring, response and resolution of online visitor feedback.
6. Promotion of constant improvement of online products and services through the application of new developments in software and associated technologies.
7. Production of high quality multimedia graphics, animations and interactive content for use online.
8. Testing of developed materials and evaluation of content across various browsers and platforms.
9. Dissemination of advice and information on development methods and limitations to staff and stakeholders and liaison with clients to ensure products are appropriate to Museum audiences.
10. Preparation of online material that conforms to nominated system requirements and employment of the Internet for research, product design and development.
11. Contribution to back-end development and programming as required.

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

### **COMPLIANCE AND LEGISLATIVE KNOWLEDGE**

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- 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**

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#### **Essential**

1. Demonstrated high-level proficiency in graphic design and multimedia development for electronic and online based environment using industry standard design tools.



2. Demonstrated high-level experience in designing online content across multiple platforms in a web environment.
3. Excellent interpersonal and communication skills in dealing with internal and external stakeholders.
4. Ability to manage projects to strict deadlines and work in a team in a fast moving environment.
5. Knowledge and understanding of web current accessibility standards and legislation.

### **Desirable**

1. Web development skills.
2. Experience in a cultural institution such as a museum or art gallery.
3. A Post-secondary qualification in a relevant discipline such as Web Design or Interactive Multimedia.

### **KEY RELATIONSHIPS/INTERACTIONS**

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1. Digital Services and Online Development team.
2. Other Museum staff.
3. Contractors and external stakeholders.

### **KEY CHALLENGES**

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1. Managing concurrent projects to competing deadlines.

### **APPOINTMENT IS SUBJECT TO**

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1. Eligibility to Work in Australia.
2. National Police Clearance

### **TRAINING**

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1. Complete induction within three months of commencement.
2. Complete any training specific to the role required by Departmental or WA Museum policy.



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## **JOB DESCRIPTION FORM**

3. Complete the Department's Accountability and Ethical Decision Making training within six months of appointment.