



## 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.



**WESTERN  
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MUSEUM**

Department of Local Government,  
Sport and Cultural Industries

## **JOB DESCRIPTION FORM**

### **DETAILS**

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**Position Title**

Digital Services Producer

**Position Number**

13373

**Classification Level**

Level 3

**Award/Agreement**

Public Service Award 1992/  
Public Sector CSA Agreement  
2019

**Directorate**

Corporate and Strategy

**Branch/Team**

Digital Services and Online  
Development

**Physical Location**

Perth

**Effective Date**

11 May 2021

### **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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Develops new content from Museum work and collection information to support museum exhibitions and promote the behind the scenes work the Museum carries out. Responsible for content production, collections interpretation and digital publishing both on the Museum platforms and external 3rd party websites channels, such as WA.gov.au and YouTube.

### **STATEMENT OF DUTIES**

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1. Produce digital content and interpretation of Museum research for publication through various digital channels.
2. Liaise with curators and business unit team leaders to ensure Museum content is available online through various digital channels.



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3. Provide support to create Museum content and ensuring accurate data systems and records management.
4. Monitor and manage the online environment of the Museum, including the Museum's website, digital platforms and 3rd party websites.
5. Liaise with stakeholders across the Museum to ensure that information on professional learning opportunities is available on and promoted through the all Museum digital channels.
6. Review all content prior to publishing to ensure consistency and accuracy as per guidelines and style guides.
7. Provides training on the Museum's website and other digital channels.
8. Undertakes activities to publish Museum content and research on 3rd party platforms.
9. Supports the Manager Digital Services to ensure that a customer-focused and accessible web service is provided and advises project managers on technology and software options available to achieve outcomes.
10. Maintains an up-to-date knowledge of trends related to web technologies and other online mediums.
11. Maintains all documentation, including technical documentation, policies, guidelines and procedure manuals for the Museum's online systems.

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 knowledge of content management systems and ability to manage and maintain information systems including websites and databases.



2. Demonstrated well developed organisational, analytical and problem-solving skills with the ability to prioritise tasks to meet deadlines.
3. Well developed verbal, written and interpersonal communication skills with the ability to effectively liaise with stakeholders at all levels.
4. Demonstrated well developed computer application skills.
5. Experience in the production of content for digital and online consumption.

**Desirable**

1. Knowledge of basic scripting languages, including HTML, CSS and JavaScript.
2. Experience using Drupal CMS.
3. Knowledge of museum practice.

**KEY RELATIONSHIPS/INTERACTIONS**

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1. Manager Web Services and Development; Online Services Designer; Online Services Developer.
2. The Museum's digital audience.

**KEY CHALLENGES**

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1. Must work with a variety of parties to produce relevant content.
2. Follow trends in digital publishing and be able to respond quickly to changes in expectations of digital content delivery.
3. Produce content specific to a range of platforms and uses.
4. Work closely with a technically focussed Digital Services team.

**SPECIAL CONDITIONS**

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Nil

**APPOINTMENT IS SUBJECT TO**

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Eligibility to Work in Australia.



Department of Local Government,  
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## **JOB DESCRIPTION FORM**

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