



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

Exhibition Graphic Design Coordinator

Position Number

15163

Classification Level

L4

Award/Agreement

PSA 1992

Directorate

Engagement

Branch/Team

Exhibitions and Interpretive Projects

Physical Location

Welshpool

REPORTING RELATIONSHIPS

Position reports to

Senior Exhibition Designer

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

This position has two primary goals:

1. **Graphic design (exhibitions)** – conceptualise, design, coordinate the production of artwork; and coordinate the delivery of exhibition and other graphics for WA Museum exhibitions.
2. **Graphic design briefs, standards, procurement and contract coordination** – implement and maintain project management and graphic design standards, oversee graphics procurement plans and practices across department, and, where required, manage rectification works and coordinate the work of others to design and produce graphics for the WA Museum.

STATEMENT OF DUTIES

1. On assigned exhibition projects, uses graphic design software to conceptualise and design all aspects of in-gallery exhibition graphic design including visual identity, style guide and full exhibition graphics.



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2. On assigned exhibition projects, prepare final artwork and coordinate and manage the production of all exhibition graphics including quality control of print through to installation.
3. For all WA Museum sites, and particularly in relation to WA Museum Boola Bardip, prioritise and manage incoming requests for interpretive graphic design requirements including exhibition graphics maintenance and rectification needs.
4. Create and develop design briefs, coordinate and manage out-sourcing of graphic design requirements and outcomes with designers and contractors, including managing contractual requirements and rectification works as required.
5. Manage exhibition graphic style guide and accessibility standards, templates and documentation, including design briefs, ensuring compliance and continuous improvement.
6. Provide leadership and support for department to manage competing priorities, including maintaining and improving project management processes and tools used for end-to-end process of the exhibition graphic design development and delivery.
7. Lead collaborative design practices and conversations across internal and external stakeholders to ensure effective translation between content, brand/visual identity, design applications, and audience.
8. Oversee graphics procurement practices for exhibitions including adherence to procurement guidelines and budgets, general supplier management, and documentation.
9. Maintain a professional level of knowledge and expertise in graphic design and print technologies.
10. Oversee the archiving of all original artwork associated with exhibitions.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- 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.
- Knowledge of statutory framework relating to collection loans and the international movement of culturally and scientifically significant objects.

WORK RELATED REQUIREMENTS

Essential

1. Demonstrated experience in graphic design in relation to the development and delivery of museum exhibitions with substantial experience in graphic software packages
2. Demonstrated experience in graphic production for museum exhibitions including



knowledge of materials, digital colour management, pre-press requirements and management of print production to quality requirements

3. Effective communication, negotiation, and interpersonal skills
4. Project planning and management skills with ability to prioritise competing requests and meet deadlines
5. Resource and contract management skills, coordinating graphic design work

Desirable

1. Working knowledge of large format printer operation
2. Knowledge and experience of museum collection and registration systems
3. Degree in graphic design or related discipline

KEY RELATIONSHIPS/INTERACTIONS

1. Exhibition and Interpretive Projects team
2. Contracted graphic designers and graphic production suppliers and printers
3. Exhibition project team including exhibition designers, project managers, curators, production, marketing and communications, conservators, internal and external stakeholders in relation to specific projects

KEY CHALLENGES

1. Coordinating in a team environment under strict deadlines with potentially competing priorities, whilst delivering graphic design outcomes for individually assigned projects.
2. Maintaining consistency of processes, tools and compliance including quality control, universal access and procurement requirements.
3. Active oversight of graphics changeover and maintenance requirements for WA Museum Boola Bardip.

SPECIAL CONDITIONS

1. Working outside normal business hours may be required at times,
2. Current (within 6 months) National Police Clearance Certificate.
3. Possession of current driving Licence



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APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.

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.

REGISTERED

**Western Australian
Museum**

INITIALS: KD DATE: 26.08.2021