



## 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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<b>Position Title</b>	<b>Position Number</b>
Exhibition Designer	12541
<b>Classification Level</b>	<b>Award/Agreement</b>
L4	PSA 1992
<b>Directorate</b>	<b>Branch/Team</b>
Engagement	Exhibitions and Interpretive Projects
<b>Physical Location</b>	<b>Effective Date</b>
Welshpool	14/05/2021

### **REPORTING RELATIONSHIPS**

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<b>Position reports to</b>	<b>Positions reporting to this position</b>
Senior Designer	Nil

### **PURPOSE OF THE POSITION**

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Responsible for the design and development of various types of displays for the WA Museum sites ranging from pop-up displays to touring, temporary or permanent exhibitions. Working in collaboration with our multi-disciplinary team delivering creative solutions to interpretive projects within time and budget.

### **STATEMENT OF DUTIES**

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1. Work closely with content creator and experts drawn from various fields to develop exhibition that responds to brief, aims and audience.
2. Review exhibition content and configure layout to suit space while adhering to accessibility guidelines.
3. Design bespoke 3D elements for an exhibition including display structures, furniture, fittings and interactives.
4. Work collaboratively with in-house or external graphic designer to create a cohesive visual style for an exhibition.
5. Participate as a member of the exhibitions project team providing advice on design and planning matters as required.
6. Present design proposal both internally and to external stakeholders.
7. Review objects to be exhibited, design suitable display method and develop showcase layouts.



8. Produce detailed technical drawings for fabrication and elevations for installation. Compile documentation for tender.
9. Specify suitable materials, finishes, furniture, fittings and lighting for museum displays that meet strict conservation requirements.
10. Coordinate procurement, fabrication and installation of elements produced for a display or exhibition. Assist the project coordinator in creating a workflow schedule.
11. Keep abreast of design, technological and other relevant innovations.
12. Other duties as required with respect to the skills, knowledge and abilities of the employee.

## **COMPLIANCE AND LEGISLATIVE KNOWLEDGE**

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- 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**

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### **Essential**

1. Relevant qualification and experience in Exhibition Design or other 3D design disciplines such as Interior, Experiential, Industrial or Product.
2. Demonstrated knowledge and experience with contemporary display systems, techniques and products appropriate for museum exhibitions.
3. Proven ability to problem solve and develop practical design solutions with a meticulous eye for detail.
4. Adept at creating detailed technical drawings of proposed design for production.
5. Developed knowledge and understanding of modern museum practices including preventive conservation and accessibility guidelines.
6. Demonstrated knowledge of suitable materials and manufacturing processes that meet museum conservation requirements.
7. Highly skilled in a range of current design related software, particularly Vectorworks, Sketchup and Adobe Suite.
8. Strong interpersonal and communication skills demonstrating ability to articulate design ideas effectively.
9. Excellent organisational and time management skills demonstrating successful delivery to tight deadlines.



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### **Desirable**

1. Experience with installing exhibitions or fabricating custom joinery.
2. Knowledge of current multimedia technology, hardware, production and installation methods.
3. Experience in designing bespoke display mounts suitable for museum objects.

### **KEY RELATIONSHIPS/INTERACTIONS**

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1. Exhibition and Interpretive Projects team
2. Exhibition project team including exhibition designers, project managers, curators, production, marketing and communications, conservators, internal and external stakeholders in relation to specific projects
3. External stakeholders including lending institutions, consultants, contractors and suppliers

### **KEY CHALLENGES**

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1. Ability to work in a team environment under strict deadlines while juggling several projects with competing priorities.
2. Constructive collaboration with internal and external stakeholders to produce creative outcomes with potentially limited resources.

### **SPECIAL CONDITIONS**

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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

### **APPOINTMENT IS SUBJECT TO**

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1. Eligibility to Work in Australia.

### **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.

