



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.



DETAILS

Position Title	Position Number
Coordinator Exhibitions and Projects	14427
Classification Level	Award/Agreement
L5	PSA 1992
Directorate	Branch/Team
Engagement	Exhibitions and Interpretive Projects
Physical Location	Effective Date
Welshpool	31/08/2021

REPORTING RELATIONSHIPS

Position reports to	Positions reporting to this position
Manager Exhibitions and Interpretive Projects	Nil

PURPOSE OF THE POSITION

The Coordinator Exhibitions and Projects is responsible for the coordination of temporary exhibitions and other relevant interpretative projects from inception to delivery. This includes the coordination of temporary exhibitions developed by third parties, along with internally developed museum exhibition content and other special projects, as required.

STATEMENT OF DUTIES

1. Coordinate and lead assigned interpretive projects, particularly end-to-end exhibition development & delivery, in a museum environment.
2. Ensure that the designated projects are delivered on time and on budget.
3. Ensure effective analysis and translation of curator and stakeholder requirements in an audience first framework; including managing co-curation of exhibitions and projects with external communities.
4. Establish and maintain appropriate project documentation including project plan, budget, schedules, risk register, work packages and content briefs, procurement paperwork, agenda/minutes, and reports.
5. Maintain communication and liaison across the Museum to ensure a collaborative approach is undertaken in the development and delivery of exhibitions; and that all



work areas understand the project requirements and deadlines and feed into one another's timelines.

6. Coordinate and oversee inputs of all work areas feeding into the project, including consulting and negotiating with areas having an interest in, or which will be impacted by, the project to ensure internal and external stakeholders' requirements are met.
7. Maintain and implement the project management processes and tools used within the Directorate.

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

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 the development and delivery of temporary exhibitions or other relevant interpretive programming.
2. Demonstrated ability to work collaboratively in multidisciplinary teams developing interpretive, visitor focused experiences.
3. Demonstrated skills in project and budget management.
4. Well-developed verbal, written and interpersonal communication skills with the ability to effectively liaise with stakeholders at all levels.
5. Demonstrated well developed organisational, analytical and problem-solving skills with the ability to prioritise tasks to meet deadlines.
6. Effective resource and contract management skills.

Desirable

1. Knowledge and experience of working in a museum.
2. Certification in project management or substantial experience.
3. Experience in 3D design and layout.
4. Experience in writing exhibition content and/or creative briefs.



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

KEY RELATIONSHIPS/INTERACTIONS

1. Manager Exhibition and Interpretive Projects
2. Project Team Members
3. Director Engagement
4. Manager, Marketing & Audience Engagement
5. External partners including other cultural institutions and exhibition organisers / lenders
6. Broad cross-section of stakeholders in relation to specific projects
7. Foundation for the WA Museum.

KEY CHALLENGES

1. Managing projects in a resource constrained environment.
2. Successful budget management.
3. Ensuring priorities are accepted, agreed and supported.
4. Ensuring disciplined use of project management framework processes and tools.
5. Ensuring MHM Insights and Audience Research are utilised in planning.
6. Managing multiple projects and stakeholders at one time.
7. Negotiating and communication across teams and departments to ensure project success.
8. Reporting in timely manner.

SPECIAL CONDITIONS

1. Working outside normal business hours may be required at times.
2. May be required to work at different locations within the metropolitan area.
3. Intrastate travel may be required
4. Current (within 6 months) National Police Clearance Certificate.
5. Possession of current driving Licence



Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

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.