



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

Technical Officer Exhibitions

Position Number

11316

Classification Level

L3

Award/Agreement

PSA 1992

Directorate

Engagement

Branch/Team

Exhibitions and Interpretive Projects

Physical Location

WA Museum Boola Bardip

Effective Date

5/4/22

REPORTING RELATIONSHIPS

Position reports to

Team Leader Exhibition Production and Installation

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

Based primarily at the WA Museum Boola Bardip, the role is responsible for and undertakes a range of activities associated with the maintenance and changeover of objects and displays in the permanent gallery exhibitions, as well as responsibility for the exhibition and design back of house preparation, workshop and storage spaces.

As part of the exhibition production team, the role supports fabrication, production, installation and maintenance of temporary and travelling exhibitions at WA Museum Boola Bardip, and other sites as directed, and coordinates external contractors and casual staff.

STATEMENT OF DUTIES

1. Responsible for coordination and undertaking of exhibition maintenance program across permanent galleries at WA Museum Boola Bardip.
2. Responsible for production requirements with relation to object changeovers in the permanent galleries and installation and deinstallation of small activations and displays at WA Museum Boola Bardip.



3. Works within assigned budgets securing quotes, procuring and purchasing equipment, materials, supplies and/or staffing resources in consultation with Exhibition Production and Installation Team Leader.
4. Liaises and coordinates with internal and external stakeholders including suppliers, contractors, and site operations as well as project managers and team leaders, designers, curators, and conservators.
5. Facilitates operational requirements of production team for WA Museum Boola Bardip and responsible for back of house workspaces including cleanliness and organisation, ordering of supplies and materials, maintenance of equipment, personal protection equipment (PPE) and currency of OHS/MSDS documentation.
6. Personal time management and scheduling of trades to meet deadlines, supporting time management strategies of the department to deliver multiple projects.
7. Maintains working knowledge of construction and display methods and materials including interpreting construction and working drawings.
8. As required, supports installation and production requirements of major exhibition projects and temporary exhibitions, assigned by Team Leader Exhibition Production and Installation.
9. As required, assists with preparation of objects for display including, showcase layout or fabrication design or construction, production or adaption of object mounts, fabrication of crates and object packing.
10. 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 ability to work effectively and self-manage in a dynamic, outcomes-driven environment.
2. Demonstrated experience in construction of exhibition display systems, gallery furniture and showcases, and modular wall and showcase systems.
3. Demonstrated experience in interpretation of design drawings and layouts.
4. Demonstrated experience working across a broad range of materials e.g. Non-ferrous



and ferrous metals, thermo plastics, resins, glass fibre composites, wood, etc.

5. Demonstrated knowledge of conservation principles and experience handling cultural material and museum objects.
6. Strong verbal and written communication skills and ability to liaise with internal and external stakeholders at various levels.
7. Fitness and physical ability to lift and carry objects of acceptable size/weight and work at heights.
8. Understanding of and ability to comply with safe working practices.
9. Computer literacy and ability to use word processing and spreadsheet programs and basic databases.

Desirable

1. Forklift licence.
2. Working at heights safety awareness.
3. Experience with rigging and scaffolding.

KEY RELATIONSHIPS/INTERACTIONS

1. Exhibition and Interpretive Projects team
2. WA Museum Boola Bardip site operations
3. Exhibitions 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. Active oversight of maintenance requirements for WA Museum Boola Bardip.
2. Working a team environment with multiple stakeholders.
3. Meeting tight timelines.

SPECIAL CONDITIONS

1. Working outside normal business hours is required at times.
2. Current (within 6 months) National Police Clearance Certificate.
3. "C" Class Drivers Licence.
4. May be required to travel and work in regional sites.



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.