

## Job Description Form

### Senior Exhibitions Coordinator

<b>Position Number:</b> 16490	<b>Classification Level:</b> Level 5
<b>Directorate:</b> Library Services	<b>Agreement:</b> Public Sector CSA Agreement 2022
<b>This Position Reports To:</b> 14946 Manager Heritage and Engagement L7	
<b>Positions Reporting to this Position:</b> 15626 Creative Programs Officer L4 15627 Creative Programs Officer L4	

#### ROLE OF DIRECTORATE

Library Services delivers services to the community which inspire creativity and curiosity and play a vital role in literacy and learning at every stage of life. The Directorate supports clients, whether online or visiting the building, with specialist library and research services, interpretation and sharing of Western Australian stories through exhibitions and events and educational programs based on the State Library's rich collections. Early literacy development is supported by the Better Beginnings Family Literacy Program and Western Australian public libraries are supported with advice, training and professional development opportunities. The directorate also supports communications and marketing activities for the State Library.

#### POSITION PURPOSE

The Senior Exhibitions Coordinator is responsible for managing all internal and external exhibitions at the State Library of Western Australia. They are the central point of contact for all external curators and internal contributing staff and are responsible for exhibition project management, coordination, design direction (both graphic and exhibition design), external loan management, condition reporting, permissions, copyright and the supervision of all external exhibition contractors. This position also manages exhibition finances including budgeting, contract control and quoting. A final key role of this position is to oversee and maintain relationships between SLWA and partner organisations on collaborative or partnered exhibitions.

## KEY RESPONSIBILITIES OF THIS POSITION

### **Role Specific Responsibilities:**

#### **Programming:**

1. Works with external curators and key SLWA staff, responsible for delivering a year-round program of exhibitions and displays at the State Library.
2. Supports key managerial staff in the Library Services Directorate to assist in developing exhibition concepts and long lead exhibition programming.

#### **Project Management:**

3. Develops and implements project management timelines which allow adequate lead and review times for all internal and external parties including preservation, curatorial, communication and marketing and executive teams as well as external contractors.
4. Leads all exhibition administration, including copyright and permissions clearance, external loan negotiation and documentation, insurance of loaned works, scheduling and rostering of external exhibition staff and external contractors.
5. Oversees and coordinates all exhibition installations, including Work Health Safety (WHS) planning and supervision of external contractors.
6. Manages exhibition budgets, quoting and contracts.
7. Performs other duties as required.

## Values and Behaviours

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

<b>Community Focused</b>	Provide high quality services based on community need.
<b>Responsive</b>	Make informed, timely decisions and communicate them clearly.
<b>Respectful</b>	Value others and respect their differences.
<b>Accountable</b>	Hold ourselves to account for the work we do.
<b>Innovative</b>	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

### Corporate Responsibilities:

- Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
- Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
- Acts safely and in accordance with the Library's Occupational Health and Safety Policy and Procedures.

## WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

### **Role Specific:**

- Demonstrated experience coordinating or producing exhibitions in an arts and culture or heritage context.
- Understanding of curatorial and interpretation principals and experience working with internal or external curators.
- Demonstrated experience managing a team of internal staff and external contractors.

### **Shapes and Manages Strategy**

- Demonstrated high level project management skills and the ability to coordinate complex and time-critical projects.

### **Achieves Results**

- Responsibility for managing projects to achieve results, including monitoring budgets, evaluating project performance, identifying need for change, and initiating change when required.

### **Builds Productive Relationships**

- Excellent interpersonal skills and the ability to coordinate and maintain strong relationships with a large team of internal and external stakeholders.

### **Exemplifies Personal Integrity and Self Awareness**

- Demonstrates professionalism and personal integrity.
- An understanding of State Government procurement requirements.
- Reflects on own behaviours and work style and understands the impact on others and on performance.

### **Communicates and Influences Effectively**

- Well-developed verbal, written and interpersonal communication skills with the ability to effectively liaise with stakeholders at all levels.
- Prepares reports, wall text, correspondence and other pieces of writing for a range of audiences with differing requirements.

### **Desirable:**

1. Experience working in gallery or museum environments.
2. Tertiary level qualification in a Heritage, Cultural studies, Communications or Visual Arts field.
3. Familiarity with the Adobe Creative Cloud suite of graphic design programs.

## APPOINTMENT PRE-REQUISITES

**Appointment to this position is conditional on:**

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

## SPECIAL CONDITIONS

**Special conditions of this position:**

1. Frequently required to work out of hours and/or weekends
2. May be required to travel intrastate and / or interstate.

## CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

<b>Position Title:</b> Director Library Services	<b>Name:</b> Susan McEwan	<b>Date:</b> 1/10/2024
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