

THE POSITION:		AUDIOVISUAL INSTALLATION MANAGER
POSITION NUMBER/CLASSIFICATION:	6024 / VPS 4.1	
REPORTS TO:	Manager, Multimedia	
WORK UNIT:	Multimedia	
ORGANISATION:	National Gallery of Victoria	
LOCATION:	180 St Kilda Rd, Melbourne 3004	
DATE OF REVIEW	October 2016	
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	This position is responsible for the reliable delivery of multimedia technical requirements to public spaces at both NGV International and NGV Australia, and staff at both sites.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Oversee the operations of the multimedia technical department, ensuring a high level of quality, innovation and reliability in multimedia display systems and integration in exhibitions, events and programs, theatres, permanent displays and signage. 2. Manage the Multimedia Technical team by aligning the team with the organisational values and goals through effective people management and modelling. This includes clearly defining role expectations, monitoring performance, providing timely and constructive feedback and facilitating employee development. This also includes ensuring a safe and healthy environment. 3. Plan and project manage multimedia integration and research and development projects for major exhibition installations, event and program entertainment systems, infrastructure and renewal projects, content and media delivery systems, interactive systems, and theatre control systems. 4. Oversee the technical coordination of the daily activities of technical staff and ensuring all installation, event and programs, maintenance and support requirements are met. 5. Perform advanced system design, programming and technical development of multimedia display systems. 6. Participate in gallery project and working groups, and provide information, reports, advice and recommendations with regard to technical aspects of multimedia content and artwork display, equipment integration and infrastructure. 7. Manage the resources and finances of the technical department, including budget management and forecasting, purchasing, leasing, and asset management. Prepare business cases and capital expenditure analysis documents for executive assessment. 	



ROLE STATEMENT

	<ol style="list-style-type: none"> 8. Contribute to wider multimedia departmental and team goals, including strategic planning for technology upgrades and renewals, integration with content production workflows, and readiness for changes in technology over time. 9. Participate in and support organisational initiatives and activities as required and model NGV values and behaviours. 10. Ensure that records are created and managed according to the Records Management policy and procedures.
<p>2. THE PERSON – KEY SELECTION CRITERIA</p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Demonstrated experience and interest in technical aspects of multimedia and audio visual production and display coupled with experience in delivery of multimedia content to public spaces, specific experience and knowledge of audiovisual hardware integration and configuration, video projection techniques, sound systems, interactive and screen based media displays. 2. A high level of knowledge of multimedia applications and production workflows, particularly with regard to video/film production, resolutions and aspect ratios, web and interactive content, sound recording and editing. Experience in technical theatre operation, live audio visual operation, sound engineering, lighting and event management. 3. <u>People and resource management</u>: maximises effectiveness by selecting, developing, managing, deploying and motivating a high performing team, prepares and monitors expenditure against budgets, raises resource issues in a constructive and solution-focused way and uses honest, transparent and appropriate purchasing processes.. 4. <u>Advanced computer skills</u>: advanced technical system configuration skills, in particular with regard to design and programming of content delivery, interactive, control and automation systems and management of OSX and Windows computers, networking, TCP/IP, media delivery systems and remote desktop control. 5. <u>Project management</u>: produces project plans where objectives are clearly defined and actions steps for achieving them are clearly specified, regularly communicates with, and supports project team members and ensures project objectives are met by anticipating and managing potential and emerging issues. 6. <u>Communication</u>: confidently conveys ideas and technical information in a clear and easily understood way, sees things from others' points of view and confirms understanding, expresses own views in a constructive and diplomatic way and negotiates and implements a well-planned course of action to achieve a specific impact. 7. <u>Problem solving</u>: seeks all relevant information for problem-solving, investigates and probes for facts, liaises with stakeholders, analyses issues from different perspectives and draws sound inferences from information available and identifies and proposes workable solutions to problems. 8. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust



ROLE STATEMENT

	<p>through consistent actions, values and communication, cooperates and works well with others in the pursuit of team goals and collaborates and shares information.</p> <p>9. <u>Drive and commitment</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, adaptable, accepts changed priorities without undue discomfort, perseveres to achieve goals, even in the face of obstacles and remains calm and in control under pressure.</p>
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Demonstrated knowledge and understanding of the principles and practices of Equal Opportunity, Risk Management, Occupational Health and Safety, and ability to apply them to work practices. • Prior experience and knowledge of multimedia and artwork display in an art gallery or museum environment an advantage. • Knowledge of electronics, prototyping and electronic circuit design an advantage. • Knowledge of computer and interactive programming languages and scripting, in particular Flash, C++, Java, HTML and Apple development an advantage. • Knowledge of relevant OH&S practices
<p>4. KEY RELATIONSHIPS</p>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> • Directorate, Exhibition Management, Education, Public Programs, Events, Assets and Facilities, Registration, Information Services, Exhibition Design, Multimedia.
<p>5. OTHER RELEVANT INFORMATION</p>	<ul style="list-style-type: none"> • HR Delegation – Level 6 (refer to current Schedule of HR Delegations). • The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment. • Managers/Supervisors are responsible for ensuring that the NGV’s Risk Management Framework is adopted and incorporated into business planning and work activities, and that they identify and control risks within their line of control. • Hours of duty will be according to work unit requirements. • All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security & Environment Inductions. • Conditions of employment are pursuant to the NGV’s Enterprise Agreement. • Employees are required to ensure that they understand and adhere to NGV policies & procedures as varied from time to time. • All new appointments are subject to a three-month probationary period which may be subject to review.



ROLE STATEMENT

6. ABOUT THE ROLE STATEMENT	As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____