



ROLE STATEMENT

THE POSITION:		EXHIBITION DESIGNER
POSITION NUMBER/CLASSIFICATION:	6725 / VPS 3.1	
REPORTS TO:	Manager, Exhibition Design	
WORK UNIT:	Exhibition Design	
ORGANISATION:	National Gallery of Victoria	
LOCATION:	180 St Kilda Rd, Melbourne 3004	
DATE OF REVIEW	December 2016	
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	To support the Manager and Design team with key exhibition and infrastructure projects and exhibition graphics. This position is responsible for assisting in the development of creative design concepts and solutions for permanent and temporary exhibitions, programs, events and commercial projects.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Under guidance undertake exhibition design and planning for temporary exhibitions, collection displays and commercial projects including; the preparation of concepts, design development, specifications and documentation drawings for build and tendering purposes, arranging quotes and procurement of approved services and project administration. 2. Under guidance develop, conceptualise and execute environmental graphic design for permanent and temporary exhibitions, programs, events and commercial projects including retail. Dispatch for production environmental graphics including labels, didactic texts, title wall graphics, directional/way finding signage, illustrative and info graphic material and all other visual communications to accompany exhibits. 3. Undertake and support Exhibition Design team in CAD documentation for exhibitions and displays for construction purposes including design and production of environmental graphics. 4. Prepare schedules and cost estimates to inform planning and budgeting for the exhibition design resources and employ project management methodologies to ensure successful outcomes on time and within budget. 5. Ensure effective liaison and collaboration with NGV staff at all levels and manage external contractors on all aspects of exhibition design and commercial projects including production, coordination, scheduling and project and risk management to ensure outcomes are safe, timely and delivered within budget. 6. Ensure the Manager & Senior Exhibition Designers are informed and approve each stage of design development and authorise procurement and other production requirements. 	



ROLE STATEMENT

	<p>7. Lead by example for staff including ensuring that you:</p> <ul style="list-style-type: none"> • contribute to departmental and team goals, • participate in and support organisational change initiatives; • understand, model and support NGV values and policies 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. An approved degree in Interior Design, Architecture or allied field, coupled with proven experience in a design environment, preferably controlling design projects. 2. Proven ability to execute the design process of a project, from conceptual visualisation through to final CAD documentation drawings and specifications for build and quotation purposes, production of documents for graphics and project administration. 3. <u>Project management and problem solving</u>: produces project plans where objectives are clearly defined and action 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. Seeks all relevant information for problem-solving, liaises with stakeholders, analyses issues from different perspectives, draws sound inferences from information available, identifies and proposes workable solutions to problems. 4. <u>Detail focus</u>: observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities. 5. <u>Communication</u>: confidently conveys ideas and information in a clear and interesting way, sees things from others' points of view, expresses own views in a constructive and diplomatic way, adapts presentation to suit the audience and ensures written communications contain necessary information to achieve their purpose. 6. <u>Relationship building and team work</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communication, cooperates and works well with others in the pursuit of team goals and collaborates and shares information. 7. <u>Drive and commitment</u>: demonstrates capacity for sustained effort and hard work, accepts changed priorities without undue discomfort, remains calm and in control under pressure, seizes opportunities and acts upon them, perseveres to achieve goals, even in the face of obstacles and takes responsibility for own actions.
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Experience in the design and documentation of exhibition projects and events (temporary and permanent installations) within an art gallery, museum or similar environment.



ROLE STATEMENT

	<ul style="list-style-type: none"> • Ability to competently operate software packages such as ArchiCad/Vectorworks and related software including Adobe Creative Suite and Microsoft Office. • Knowledge of art history and contemporary art and design practice. • Knowledge of relevant industry innovations including multimedia integration
<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"> • Assets, Facilities and Information Services, Conservation, Corporate Partnerships, Curatorial, Education, Exhibitions and Collections Operations, Exhibition Design, Exhibition Management, Graphic Design, Marketing, Multimedia, Public Programs and Registration. • Construction and signage fabricators and the Art and Design community.
<p>5. OTHER RELEVANT INFORMATION</p>	<ul style="list-style-type: none"> • The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment. • 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 and Environment Inductions. • It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time. • The NGV requires all employees to have an understanding of its Risk Management Framework. • Conditions of employment are pursuant to the NGV's Enterprise Agreement. • All new appointments are subject to a three month probationary period which may be subject to review.
<p>6. ABOUT THE ROLE STATEMENT</p>	<p>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.</p>
<p>7. EMPLOYEE ACCEPTANCE</p>	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>



ROLE STATEMENT

8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____
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