

THE POSITION:		GRAPHIC DESIGNER
POSITION NUMBER/CLASSIFICATION:	6911 / VPS 3.1	
REPORTS TO:	Graphic Design Manager	
WORK UNIT:	Graphic Design	
ORGANISATION:	National Gallery of Victoria	
LOCATION:	180 St Kilda Rd, Melbourne 3004	
DATE OF REVIEW	June 2017	
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	The position is responsible for design and production of projects including marketing collateral, small to medium scale publications, brand material, members, education and program collateral.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Confidently convey conceptual ideas and design layouts in a clear and interesting way for a range of design outputs including marketing campaigns, publications, sponsorship proposals, kids' activities, program collateral and merchandise. 2. Produce and manage high quality design projects including; the preparation of specifications, documentation, arranging quotes and procurement of approved services, prepare time and cost estimates to inform a precise process of delivery. 3. Collaborate with internal departments, external designers and editors, on the design and production of a range of projects including the member's <i>Gallery Magazine</i>. 4. Maintain the integrity of the NGV brand for all marketing material outputs including the development of templates and style guides. 5. Establish new contacts and develop existing relationships with reliable, competitive and high quality print suppliers within a contractual framework ensuring up to date knowledge of technical advancements in prepress and print industries is achieved. 6. Assist with the general workflow in the studio including the roll out of exhibition campaigns and collateral developed by designers in the team. 7. Ad hoc duties as required 8. Contribute to departmental and team goals and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders). 9. Ensure that records are created and managed according to the Records Management policy and procedures. 10. Participate in and support organisational change initiatives and model NGV values and behaviours. 	



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<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 Graphic Design coupled with demonstrated industry experience. 2. <u>Project management</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. 3. <u>Creativity and Innovation</u>: generates new ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements and reflects on experience and is open to new ways to improve practice. 4. <u>Resource Management</u>: prepares and monitors expenditure against budgets, raises resource issues in a constructive and solutions-focussed way and uses honest, transparent and appropriate purchasing processes. 5. <u>Verbal and written communication</u>: confidently conveys ideas and information in a clear and interesting way, understands and meets the needs of target audiences and sees things from others' points of view and confirms understanding. Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language, ensures written communications contain necessary information to achieve their purpose and uses the appropriate styles and formats. 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"> • Ability to prepare and interpret prepress and print specifications. • Expertise in the use of industry standard software on a Macintosh platform. • Knowledge and understanding of digital technology and its use in interpretation within a museum/gallery context • Knowledge and interest in the visual arts.
<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"> • Key business contacts and external suppliers of goods; • Executive Management Team



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	<ul style="list-style-type: none">• Other staff including but not limited to those from Curatorial, Publications, Marketing, Photographic Services, Exhibition Design, Members, Education and Public Programs
5. OTHER RELEVANT INFORMATION	<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 & Environment Inductions.• In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.• 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.• 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.
6. ABOUT THE ROLE STATEMENT	<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>
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____