

The Position:	Senior Multimedia Technician
Position Number/Classification:	6046 / VPS 3.1
Reports to:	Multimedia Technical Manager
Work Unit:	Multimedia
Organisation:	National Gallery of Victoria
Location:	180 St Kilda Rd, Melbourne 3004
Date of Review	June 2015
Vision	Creating an inspiring future: Enriching our understanding of art and life.
Primary focus of the position:	<p>This position will coordinate technical works to ensure reliable delivery of multimedia to:</p> <ul style="list-style-type: none"> • 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. Perform specification, installation, programming and configuration of multimedia content presentation and delivery systems throughout the NGVs public, exhibition and theatre spaces. 2. Take a leading role in the installation of multimedia displays and playback systems. Oversee the work of technical staff and contractors, liaise and collaborate with relevant stakeholders. . At all times, ensure NGV policies, procedures and occupational health and safety regulations are adhered to. 3. Participate in planning and project management of multimedia projects and exhibitions, and perform research and development into multimedia presentation and installation techniques. 4. Apply innovative and creative solutions and techniques to multimedia integration that reflect contemporary and cutting edge design expectations. 5. Liaise with artists, registrars, designers and the A/V production department, provide advice and recommendations to ensure all artwork and media is displayed in intended format and quality. 6. Determine requirements for public programs, events, internal staff meetings and seminars, and coordinate the technical support necessary. . 7. Attend to daily procedures to ensure a reliable and high quality level of multimedia delivery, including regular monitoring of multimedia and theatre systems and the performance of preventative maintenance where required. 8. Participate and contribute to organisational programs and initiatives and ensure compliance with OH&S and Risk Management activities and requirements. 9. Ensure that records are created and managed according to the Records Management policy and procedures. 10. Support organisational change initiatives by participating in and supporting department / team goals and modelling NGV values and behaviours (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).
2. The person – Key Selection Criteria	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Sound experience in a broad range of audiovisual and multimedia systems including, but not limited to, equipment installation and configuration, video projection, multi-channel audio and vision systems, control system integration, interactive display systems and

	<p>production workflows, particularly with regard to video/film production.</p> <ol style="list-style-type: none"> 2. <u>Advanced computer skills</u>: management of OSX and Windows computers, control and automation systems, networking and TCP/IP, media delivery systems and remote desktop control. 3. <u>Organising and planning</u>: identifies processes, tasks and resources required to achieve a goal, identifies more and less critical activities and operates accordingly, reviewing and adjusting as required, develops and implements systems and procedures to guide work and track progress and recognises barriers and finds effective ways to deal with them. 4. <u>Communication</u>: prepares emails and reports using clear, concise and grammatically correct language, ensures written communications contain the necessary information to achieve their purpose, confidently conveys ideas and information in a clear and interesting way and understands and meets the need of target audiences. 5. <u>Service excellence</u>: constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same, seeks all relevant information for problem-solving, takes responsibility for correcting problems promptly and without becoming defensive, makes specific changes in work methods to improve outcomes, quality and timeliness of service and monitors client and stakeholder satisfaction. 6. <u>Drive and commitment</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, accepts changed priorities without undue discomfort, perseveres to achieve goals, even in the face of obstacles, remains clam and in control under pressure and takes responsibility for own actions. 7. <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 through consistent actions, values and communication, minimises surprises, collaborates and shares information and cooperates and works well with others in the pursuit of team goals. 8. <u>Developing others</u>: actively seeks to improve others' skills and talents by providing constructive feedback, coaching and training opportunities, empowers others by investing them with the authority and latitude to accomplish tasks and appropriately delegates responsibilities to further the development of others.
3. Other relevant skills, knowledge & experience	<ul style="list-style-type: none"> • Prior experience and knowledge of multimedia and artwork display integration in an art gallery or museum environment an advantage. • Knowledge of computer and interactive programming languages and scripting, in particular Flash, C++, Java, HTML and Apple development an advantage. • Knowledge of electronics, prototyping and electronic circuit design an advantage. • Riggers licence and relevant experience in rigging and installation of large/heavy audio visual hardware an advantage. • An elevated work platform licence would be advantageous but not essential as training will be provided. • Knowledge of relevant OH&S practices.
4. Key Relationships	<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, Exhibitions Management, Education, Public Programs, Events, Assets and Facilities, Information Services, Exhibition Design, Capital Works, Engineering.
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.

	<ul style="list-style-type: none"> • 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. Manager Authorisation</p>	<p>Name : _____</p> <p>Signature : _____ Date : _____</p>
<p>8. Employee Acceptance</p>	<p>Name : _____</p> <p>Signature : _____ Date : _____</p>