



ROLE STATEMENT

THE POSITION:	EXHIBITION DESIGN PROJECT MANAGER
POSITION NUMBER/CLASSIFICATION:	6829 / VPS 5.1
REPORTS TO:	Senior Exhibition Designer
WORK UNIT:	Exhibition Design
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	September 2018
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	The Exhibition Design Project Manager is an integral member of the Exhibition Design team and applies high level management & design skills to the delivery of a variety of creative projects including exhibitions, programs & events.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Working alongside the Manager, Exhibition Design and Senior Exhibition Designer, manage the studio resources effectively including overseeing workflow, project assignment and planning for the exhibition design team to ensure high level delivery of exhibitions, collection displays, design for programs, events and activations. 2. Provide high level design advice and creative direction to the design team including defining role expectations, monitoring performance, providing timely and constructive feedback to ensure quality control and effective communication. 3. Apply excellent design and delivery skills to prepare & oversee the production of project plans, schedules and budgets including preparing cost estimates, seeking quotations, preparing tender documents, procurement and contract administration across all exhibitions and projects. 4. Administer and implement effective workflow practice in assigning and briefing projects to the exhibition and exhibition graphic design team including engaging and supervising contractors and consultants as needed. 5. Work closely with the Manager, Exhibition Design and the Senior Designer to contribute to the development and implementation of design policy and philosophy for future exhibitions and interpretive strategies and approaches to meet communication objectives. 6. Manage the record management and archiving of exhibition design collateral, according to the Records Management policy and procedures. 7. 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).



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	<p>8. Participate in and support organisational change initiatives and model NGV values and behaviours.</p>
<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 Architecture, Industrial or Interior Design or equivalent qualification coupled with established leadership experience in a design environment, preferably controlling design projects, and demonstrated industry experience. 2. <u>Project management</u>: produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified, monitors performance against objectives and manages project risks and issues and ensures project objectives are met. 3. <u>People management</u>: maximises effectiveness by selecting, developing and managing a high performing team, ensures staff are actively deployed through effective workforce planning practices, builds team commitment by demonstrating personal conviction, professionalism and motivates others to deliver against goals. 4. <u>Relationship building</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 and minimises surprises, displaying strongly develop interpersonal skills. 5. <u>Communication and influence</u>: confidently conveys ideas and information in a clear and interesting way, clearly understands the target audience and the objectives of the communication, gains agreement to proposals and ideas and builds behind the scenes support for ideas to ensure buy-in and ownership. Demonstrates capacity to manage and effectively resolve issues as they arise. 6. <u>Planning and organising</u>: sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required, identifies processes, tasks and resources required to achieve a goal, establishes systems and procedures to guide work and track progress and recognises actual and potential barriers and finds effective ways to deal with them. Evaluates design outcomes to ensure continuous improvement. 7. <u>Drive and commitment</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, sets high standards of performance for self and others and enjoys a vigorous and dynamic work environment.
<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. • Ability to prepare and interpret working drawings and specifications. • Competence in the use of industry standard computer applications/software. • Knowledge and understanding of digital technology and its use in interpretation with a museum/gallery context.



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	<ul style="list-style-type: none">• Knowledge and interest in the visual arts.
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">• Key business contacts and external suppliers of goods;• Other senior staff, including but not limited to those from Facilities and Operations, Conservation, Curatorial, Exhibition Management and Graphic Design.
5. OTHER RELEVANT INFORMATION	<ul style="list-style-type: none">• HR Delegation – Level 6 (refer to Schedule of HR Delegations).• 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	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>



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