



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>EXHIBITION GRAPHIC DESIGNER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	6977 / VPS 3.2
<b>REPORTS TO:</b>	Manager, Exhibition Design
<b>WORK UNIT:</b>	Exhibition Design
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	May 2018
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	This position will support the Exhibition Design team in developing creative graphic design concepts and solutions for key exhibition and infrastructure projects, programs, events and commercial projects.
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. Design, develop and oversee the production of exhibition environmental graphics, labels, didactic texts, way finding signage, illustrative and information graphic material, and other visual communications, including graphic design for retail and commercial operations within the Gallery.</li> <li>2. Maintain, review and update way finding and other related signage, as required. Ensure gallery spaces and public spaces are monitored for appropriate signage on a consistent basis.</li> <li>3. Provide expert advice and ensure effective liaison and collaboration with NGV staff at all levels. Manage external contractors on all aspects of exhibition graphic design, production, coordination, scheduling, installation, project and risk management to ensure outcomes are timely and delivered within budget.</li> <li>4. Maintain electronic and hardcopy records of associated exhibition graphics and provide reports and recommendations to management as required. Ensure that records are created and managed according to the Records Management policy and procedures.</li> <li>5. As required, supervise casual and contract graphic designers on design projects and provide regular project feedback to the Manager and Senior Designers.</li> <li>6. Promote full inclusion, access, opportunities and leadership in the arts for people with disability through universally accessible design solutions.</li> <li>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).</li> <li>8. Participate in and support organisational change initiatives and model NGV values and behaviours.</li> </ol>



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<p><b>2. THE PERSON – KEY SELECTION CRITERIA</b></p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. An approved degree or diploma in Graphic Design or allied field, coupled with experience in a design environment, preferably controlling design projects. Proven ability to conceptualise, design, plan and produce displays, exhibitions and the production of associated graphic material within a museum or similar environment.</li> <li>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.</li> <li>3. <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.</li> <li>4. <u>Communication</u>: confidently conveys ideas and information in a clear and interesting way, sees things from others' points of view and confirms understanding, expresses own views in a constructive and diplomatic way, adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections and ensures written communications contain necessary information to achieve their purpose.</li> <li>5. <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.</li> <li>6. <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.</li> <li>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.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Experience in the field of wayfinding, branding and product design.</li> <li>• Experience and skills with current digital design practices. Knowledge of technical and other relevant innovations relating to graphic production.</li> <li>• Knowledge of visual arts practice and/or art history would be an advantage.</li> </ul>
<p><b>4. KEY RELATIONSHIPS</b></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"> <li>• , Cataloguing, Conservation, Corporate Partnerships, Curatorial, Education, Exhibitions and Collections Operations, Exhibition Design,</li> </ul>



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	<p>Exhibition Management, Facilities and Operations, Graphic Design, Marketing, Photographic Services and Public Programs.</p> <ul style="list-style-type: none"> <li>• Signage fabricators, metal, timber, plastic, new materials specialists and fabricators, Design community, Contract painters, wall and pedestal fabricators, external museum specialists.</li> </ul>
<p><b>5. OTHER RELEVANT INFORMATION</b></p>	<ul style="list-style-type: none"> <li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li> <li>• Hours of duty will be according to work unit requirements.</li> <li>• 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 &amp; Environment Inductions.</li> <li>• 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.</li> <li>• 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.</li> <li>• Conditions of employment are pursuant to the NGV's Enterprise Agreement.</li> <li>• All new appointments are subject to a three month probationary period which may be subject to review.</li> </ul>
<p><b>6. ABOUT THE ROLE STATEMENT</b></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><b>7. EMPLOYEE ACCEPTANCE</b></p>	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>
<p><b>8. MANAGER AUTHORISATION</b></p>	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>