



ROLE STATEMENT

THE POSITION:	EVENT AND RETAIL DESIGNER
POSITION NUMBER/CLASSIFICATION:	0201 / VPS 3.1
REPORTS TO:	Exhibition Design Coordinator
WORK UNIT:	Exhibition Design
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	February 2020
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This position is responsible for developing creative design concepts and solutions for projects focussing on retail, activations, programs, events and key infrastructure.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position, the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Work closely with senior exhibition design staff to plan and design commercial projects including retail, hospitality, events, programs and Corporate Partnership activations. Prepare concepts, develop designs, specifications and documentation drawings for build and tendering purposes, arrange quotes and procurement of approved services and project administration. 2. Design environmental graphics for projects including retail, events, programs, and activations. 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. Support the 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 exhibition design resources. In consultation, project manage to ensure successful outcomes on time and within budget. 5. Provide expert advice, liaison and collaboration with NGV staff at all levels. Manage external contractors on all aspects of event, hospitality and retail design and commercial projects including production, coordination, scheduling and project and risk management to ensure outcomes are safe, timely and delivered within budget. 6. 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). 7. Ensure that records are created and managed according to the Records Management policy and procedures.



ROLE STATEMENT

	<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 industrial or 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>Drive and commitment</u>: demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, accepts changed priorities without undue discomfort, adaptable, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment. 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 communications, cooperates and works well with other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.
<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. • Ability to competently operate software packages such as ArchiCad/Vectorworks and related software including Adobe Creative Suite and Microsoft Office.



ROLE STATEMENT

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">• Conservation, Corporate Partnerships, Curatorial, Education, Exhibitions and Collections Operations, Exhibition Design, Exhibition Management, Facilities and Operations, Graphic Design, Information Technology, Marketing, Multimedia, Public Programs and Registration.• Construction and signage fabricators and the Art and Design community.
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	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>
8. MANAGER AUTHORISATION	<p>Signature: _____</p>



ROLE STATEMENT

	Name: _____ Date: _____
--	-------------------------