



ROLE STATEMENT

THE POSITION:	EXHIBITION DESIGNER
POSITION NUMBER/CLASSIFICATION:	0122 / VPS 2.2
REPORTS TO:	Exhibition Design Coordinator
WORK UNIT:	Exhibition Design
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	January 2020
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This position is responsible for assisting the Exhibition Design team in the development of creative design concepts and solutions for permanent and temporary exhibitions, programs, events and commercial projects.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position, the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Under guidance, assist the team in undertaking design and planning for temporary exhibitions, collection displays, events, programs and commercial projects including; the preparation of models, concepts, design development, specifications and documentation drawings for build and tendering purposes, arranging quotes and procurement of approved services and project administration. 2. Undertake and support the Exhibition Design team in CAD documentation including artwork scaling for exhibitions and displays for construction purposes including design and production of environmental graphics and any other tasks as required. 3. Under guidance assist the exhibition design team with model making, artwork scaling, prototyping, material sourcing and all other duties as required. 4. Under guidance prepare schedules and cost estimates to inform planning and budgeting for the exhibition design resources and employ project management methodologies to ensure successful outcomes on time and within budget. 5. Ensure effective liaison and collaboration with NGV staff at all levels and under guidance manage external contractors on all aspects of exhibition design and commercial projects including production, coordination, scheduling and project and risk management to ensure outcomes are safe, timely and delivered within budget. 6. Ensure the Manager and Senior Exhibition Designers are informed and approve each stage of design development and authorise procurement and other production requirements. 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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	<ol style="list-style-type: none"> 8. Ensure that records are created and managed according to the Records Management policy and procedures. 9. Participate in and support organisational change initiatives and model NGV values and behaviours.
<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 Interior Design, Architecture or allied field, coupled with some experience in a design environment. 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>: maintains accurate project records and organises and coordinates project meetings. Seeks information needed to solve work problems, identifies and proposes practical solutions to problems and implements and adjusts solutions when endorsed by manager. 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>: clearly explains information and listens to feedback, speaks clearly and concisely and keeps people interested when speaking, uses a polite and considerate manner when dealing with others, prepares basic letters, emails and reports, organising information in a logical sequence and including content appropriate for the purpose and audience. 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"> • Experience in design and documentation of interiors, architecture and or 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. • Knowledge of art history and contemporary art and design practice. • Knowledge of relevant industry innovations including multimedia integration



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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 and 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: _____