



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>EXHIBITION DESIGNER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	0453 / VPS 3.2
<b>REPORTS TO:</b>	Manager, Exhibition Design
<b>WORK UNIT:</b>	<b>Exhibition Design</b>
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	January 2021
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	Support the Exhibition Design team in developing creative design concepts and solutions for permanent and temporary exhibitions, 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. Undertake exhibition design and planning for temporary exhibitions, collection displays and commercial projects including; the preparation of concepts, design development, specifications and documentation drawings for build and tendering purposes and undertake procurement of approved services and project administration.</li> <li>2. Undertake and support Exhibition Design team in CAD documentation for exhibitions and interpret &amp; advise on architectural &amp; design drawings as required. Develop, conceptualise and execute environmental graphic design for permanent and temporary exhibitions, programs, events and commercial projects.</li> <li>3. Prepare budgets, schedules and cost estimates to inform forward planning and forecasting for the exhibition design resources and employ project management methodologies to ensure successful outcomes on time and within budget.</li> <li>4. Provide expert advice and ensure effective liaison and collaboration with NGV staff at all levels and manage external contractors on all aspects of design for exhibitions and commercial projects including production, coordination, scheduling, project and risk management to ensure outcomes are safe, timely and delivered within budget.</li> <li>5. Ensure the Manager and Senior Exhibition Designers are informed and approve each stage of design development and authorise procurement and other production requirements.</li> <li>6. Lead by example for staff including ensuring that you: <ul style="list-style-type: none"> <li>• contribute to departmental and team goals,</li> <li>• participate in and support organisational change initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders);</li> </ul> </li> </ol>



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	<ul style="list-style-type: none"> <li>• understand, model and support NGV values and policies and procedures;</li> </ul> <p>7. Ensure that records are created and managed according to the Records Management policy and procedures.</p>
<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. Relevant tertiary qualification in Interior Design, Architecture or allied field, coupled with proven experience in a design environment, preferably controlling design projects.</li> <li>2. Proven ability to lead the design process of a project, from conceptual visualisation through to final CAD documentation drawings and specifications for build and tendering purposes, production of documents for graphics and project administration.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Experience in the design and documentation of exhibition projects and events (temporary and permanent installations) within an art gallery, museum or similar environment.</li> <li>• Ability to competently operate software packages such as ArchiCad/Vectorworks and related software including Adobe Creative Suite and Microsoft Office.</li> <li>• Knowledge &amp; interest in the visual arts &amp; design</li> </ul>



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	<ul style="list-style-type: none"> <li>• Knowledge of technical and other relevant innovations including multimedia.</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>• Exhibition Design, Graphic Design, Exhibition Management, Curatorial, Exhibitions and Collections Operations, Multimedia, Facilities and Information Services, Conservation, Corporate Partnerships, Education, Marketing, Public Programs and Registration.</li> <li>• Key business contacts &amp; external suppliers of goods &amp; services</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>



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<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____
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