

Role Description

3D Exhibition Designer



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| Cluster | Premier and Cabinet |
| Department/Agency | Australian Museum |
| Division/Branch/Unit | Museum Experience & Engagement |
| Role number | 51000730 |
| Classification/Grade/Band | Clerk Grade 5/6, temporary fulltime to 20 October 2023 |
| Senior executive work level standards | Not Applicable |
| ANZSCO Code | 232411 |
| PCAT Code | 1119192 |
| Date of Approval | March 2022 |
| Agency Website | https://australian.museum |

Agency overview

The Australian Museum (AM) operates within the NSW Department of Premier and Cabinet, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 21 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: To ignite wonder, inspire debate and drive change.

The AM vision is: To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.

For more information, visit the [website](#).

Primary purpose of the role

The purpose of this position will be to play a critical role in the preparation of concepts, design development, specifications, and documentation of a variety of cultural, historical and scientific displays and exhibitions being produced by the AM. The designer will provide high levels of creative input and work closely within a collaborative team environment, to achieve the AM's aims and objectives for these exhibitions.

To ensure that the physical elements for Temporary Exhibitions and Museum Galleries are designed to the highest Museum standards, WHS and accessibility standards, integrating other relevant Museum services and public requirements while complying with various relevant external legislated ordinances, building codes and standards.

Key accountabilities

- Conceptualise, develop and communicate innovative and creative 3D designs that are consistent with the aims of the project and its budget, while delivering exceptional experiences for Museum visitors
- Interpret complex project briefs to develop multi-sensory spatial exhibition experiences successfully integrating a variety of media such as graphics, objects and digital.
- Prepare concepts, design development, specifications and documentation drawings for build and tendering purposes, arranging quotes and procurement of approved services and risk assessments as part of project administration.
- Manage external contractors on aspects of design and fabrication to ensure outcomes are safe, timely and delivered within budget.
- Ensure that designs are in accordance with sustainability and accessibility practices and legislation, building ordinances and the internal functional and organisational needs such as heritage requirements
- Manage design files and support digital archiving and systems as led by the Design Studio Coordinator

Key challenges

- Negotiating conflicting expectations of stakeholders and delivering a design and product that is jointly accepted, within budget and on schedule
- Undertaking projects simultaneously and managing the demands of time and cost restrictions in delivering a creative, high quality product
- Balancing best practice cultural collections care principles and ethics with the need to deliver creative and engaging designs

Key relationships

Internal

| Who | Why |
|--|---|
| Head of Exhibitions | <ul style="list-style-type: none">• Delivery of assigned exhibitions, projects and other tasks; seek and receive guidance, direction and feedback regarding work performance; escalate issues and provide regular updates on project delivery issues and priorities |
| Clients | <ul style="list-style-type: none">• Actively communicates with clients for whom work is being undertaken and assists the client in clarifying their concepts and needs. The position holder maintains regular contact with clients, and is responsible for negotiating job specifications, timelines and production costs |
| Exhibition Project teams | <ul style="list-style-type: none">• Participates on internal project teams and communicates closely with other team members to ensure that projects are developed within Museum design guidelines.• Liaise and collaborate with different departments including Collections, Exhibitions and Conservation Care & Collections regarding the display of material, collection management protocol and exhibition delivery processes |
| Design Studio Coordinator and Project Managers | <ul style="list-style-type: none">• Maintains regular contact with the Design Studio Coordinator and Project Managers to overview priorities and project progress to ensure the quality of the delivered product.• Within the Design Unit the position holder attends weekly meetings and communicates with team members on a daily basis to coordinate design projects and to exchange ideas |

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| Production and maintenance staff | <ul style="list-style-type: none"> Collaborates with Production staff development of design and construction of exhibitions and displays, semi-permanent galleries, and other elements of the Museum's built environment |
|----------------------------------|---|

External

| Who | Why |
|------------------------------------|---|
| External suppliers and contractors | <ul style="list-style-type: none"> Communicates design, production and construction specifications to contractors and trades people to ensure it meets design specifications and building codes and to ensure the quality of the product delivered. When required the position holder consults with external industry professionals such as Work Cover, structural, electrical and mechanical engineers, to ensure that all construction documentation is provided, and that specialist documentation is included in any documentation forwarded for tender and subsequent construction |

Role dimensions

Decision making

The position holder will work under the supervision of the Design Studio Coordinator within the parameters set by the Head of Exhibitions and /or Project Manager and by the design brief provided. The position holder translates client needs to create innovative design solutions and recommends appropriate design options and materials. They make design decisions in consultation with the project manager and the client or project team.

The position holder sources, recommends and oversees contractors, trades persons, and commercial suppliers, together with the Project Manager and Production staff. This includes interpreting various building and safety codes and standards. The 3D Designer is expected to consult with the AM Design team for arising issues and quality assurance and the Design Studio Coordinator and Project Managers for the day-to-day problems of their design projects.

Reporting line

Reports to Head of Exhibitions with day-to-day supervision by the Design Studio Coordinator

Direct reports

Nil

Budget/Expenditure

Production budgets as allocated, depending on the nature of the project assigned

Key knowledge and experience

- Proven experience in time management and taking a design project from concept to delivery, overseeing consultants and related construction works in the execution of museum exhibitions and displays
- Experience in monitoring and controlling of costs during design development and detailed design documentation for construction
- Proven knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this Role Description.

Essential requirements

- Tertiary degree in architecture, human environments, interior or industrial design, or equivalent industry experience along with a solid track record in a museum design environment.
- Intermediate level of skills in creative 3D design, ability to create and realise the physical form for exhibitions and displays
- Strong written and oral communication skills, negotiation and client service skills for working with the various internal and external clients, suppliers and contractors
- Intermediate skills in the use of CAD and/or Vectorworks. Skills in creating models and/or sketches, renderings to convey design concepts and produce designs for construction.
- Hold a current white card

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

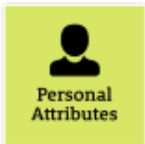
The capabilities are separated into focus capabilities and complementary capabilities

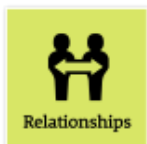
Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

| Capability group/sets | Capability name | Behavioural indicators | Level |
|---|--|--|--------------|
|  | Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning | <ul style="list-style-type: none">• Adapt existing skills to new situations• Show commitment to achieving work goals• Show awareness of own strengths and areas for growth, and develop and apply new skills• Seek feedback from colleagues and stakeholders• Stay motivated when tasks become difficult | Intermediate |

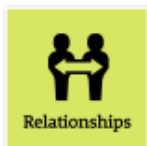


Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Focus on key points and speak in plain English
- Clearly explain and present ideas and arguments
- Listen to others to gain an understanding and ask appropriate, respectful questions
- Promote the use of inclusive language and assist others to adjust where necessary
- Monitor own and others' non-verbal cues and adapt where necessary
- Write and prepare material that is well structured and easy to follow
- Communicate routine technical information clearly

Intermediate

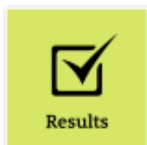


Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept

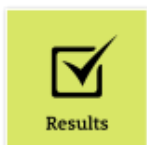


Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply specialist advice when required
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed

Intermediate



Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Understand the team and unit objectives and align operational activities accordingly
- Initiate and develop team goals and plans, and use feedback to inform future planning
- Respond proactively to changing circumstances and adjust plans and schedules when necessary
- Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals
- Accommodate and respond with initiative to changing priorities and operating environments

Intermediate



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept



Technology

Understand and use available technologies to maximise efficiencies and effectiveness




- Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks
- Use available technology to improve individual performance and effectiveness
- Make effective use of records, information and knowledge management functions and systems
- Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies







Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

| Capability group/sets | Capability name | Description | Level |
|---|--------------------------------|--|--------------|
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
|  | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
|  | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |

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|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
|  | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
|  | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
|  | Project Management | Understand and apply effective planning, coordination and control methods | Intermediate |