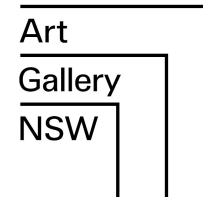


# Role Description

## Junior Exhibition Designer



Division/Branch/Unit	Public Engagement/Creative Studio
Location	Art Gallery of NSW
Classification/Grade/Band	Clerk Grade 3-4
Kind of Employment	ongoing
ANZSCO Code	232411
Role Number	51002404
PCAT Code	1119192
Date of review	September 2023
Agency Website	<a href="https://www.artgallery.nsw.gov.au/">https://www.artgallery.nsw.gov.au/</a>

### Overview

The Art Gallery of New South Wales (the Gallery) is a statutory body established under the Art Gallery of New South Wales Act 1980 and is an executive agency under the Department of Enterprise, Investment and Trade. The Gallery, comprising 2 distinct buildings and an Art Garden, is in The Domain adjacent to the Royal Botanical Gardens and the Central Business District on the lands of the Gadigal peoples of the Eora nation.

The Gallery holds significant collections of Aboriginal & Torres Strait Islander, Australian and International art and presents a dynamic program of temporary exhibitions involving significant loans from national and international collections. The Gallery also manages the Brett Whiteley Studio in Surry Hills. As the state's leading institution for the visual arts, the Gallery plays a vital role in the cultural and intellectual life of both Sydney and Australia.

### Primary purpose of the role

Assists and supports 3D design team in specialist 3-dimensional and structured creative design solutions for Gallery briefs including exhibitions, furnishings and interiors. Provide the relevant design documentation to ensure the physical elements are designed to the highest museum standards and corporate guidelines, integrating other relevant museum services and public requirements while complying with various relevant external legislated ordinances, building codes and standards. The role actively contributes to a high-performance team environment, provides excellent customer service and enables continual service improvement practices.

### Key accountabilities

- Provide assistance to 3D mid-level and senior exhibition designers on exhibition designs. Ensure designs are appropriate for the display of collections as well as other associated collateral and deliver exceptional experiences for art museum visitors.
- Contribute to the design of the physical form of an exhibition or display by successfully integrating graphics, objects and electronic media.
- Contribute to designs in accordance with legislative and building ordinances and internal functional and organisational needs such as heritage, property and house services.
- Contribute to production that addresses the Gallery's audience requirements, including promoting diversity & inclusion, access, opportunities and leadership in the arts for people with disability through universally accessible design solutions.

- Provide assistance in the production and construction of designs to ensure they conform to the design documents and meet public and occupational health and safety, legal and quality standards. This responsibility includes overseeing of external contractors.
- Provide administrative assistance for the management of design files and support digital archiving and systems.
- Work independently on allocated design tasks including smaller scale projects or programs.
- Maintain collaborative relationships and consult with key stakeholders to understand requirements, interpret the concepts to be communicated, and determine strategies to deliver optimal design solutions.
- Demonstrates a positive and professional communications style
- Participates in and supports a team environment
- Communicates in a clear, timely and consistent manner
- Other duties as reasonably required
- Supports and participates in a safe workplace culture

### Key challenges

- Working collaboratively with Gallery staff who are physically distributed across sites.
- Seek guidance on conflicting expectations of stakeholders and delivering a design and product that is jointly accepted.

### Key relationships

Who	Why
<b>Internal</b>	
Curators and exhibition managers	<ul style="list-style-type: none"> <li>• The position holder actively communicates with curators and exhibition managers for whom work is being undertaken and assists the curators in clarifying their concepts and creative direction, negotiating job specifications, timelines and production costs.</li> </ul>
Project teams	<ul style="list-style-type: none"> <li>• The position holder participates on a number of internal project teams and communicates closely with other team members to ensure that projects are developed within Gallery design guidelines.</li> </ul>
Head of Creative and Creative Studio team	<ul style="list-style-type: none"> <li>• The position holder maintains regular contact with the Head of Creative to overview priorities and project progress to ensure the quality of the delivered product.</li> <li>• Within the Creative Studio team, the position holder attends weekly meetings and communicates with team members on a daily basis to coordinate design projects and to exchange ideas.</li> </ul>
Production and maintenance staff	<ul style="list-style-type: none"> <li>• The position holder has an important and regular collaborative relationship with Production staff in development of design and construction of exhibitions and displays, semi-permanent Galleries, and other elements of the museum's-built environment.</li> </ul>
Head of Exhibitions / Executive team	<ul style="list-style-type: none"> <li>• Guidance and formal approvals.</li> </ul>
Collections staff	<ul style="list-style-type: none"> <li>• Collaboration and consultation to determine/refine design brief.</li> </ul>

Who	Why
Facilities staff	<ul style="list-style-type: none"> <li>• Collaboration and consultation to detail and produce displays.</li> </ul>
External	<ul style="list-style-type: none"> <li>•</li> </ul>
External suppliers and contractors	<ul style="list-style-type: none"> <li>• The position holder is responsible for communicating design, production and construction specifications to contractors and trades people to ensure it meets design specifications, building codes and to ensure the quality of product delivered.</li> <li>• When required the position holder consults with external industry professionals such as Work Cover, structural, electrical and mechanical engineers, to ensure that all construction and specialist documentation are included in any documentation forwarded for tender and subsequent construction.</li> </ul>

## Role dimensions

### Decision making

- Accountable for the delivery of exhibition design services working within approved plans, briefs, budget and quality standards.
- Refers to 3D mid-level and 3D senior exhibition designers for day to day advice and supervision. Escalates to the Head of Creative for creative or contentious precedent.
- The ability to operate and makes decisions within legislative and regulatory provisions, public sector frameworks, strategic and business plans, Government and Department policies, delegations, budget and resource parameters.

### Reporting line

Reports to Head of Creative

### Direct reports

Nil

### Budget/Expenditure

Nil

### Essential requirements





- Tertiary qualifications in Design with min. 1-2 years' practical experience in the discipline of exhibition / interior / product design.
- Demonstrated ability and experience in any of the following design categories: creative design for exhibitions, environmental displays and interior production experience.
- Model making skills
- Experience in the use of programs and applications such as Vectorworks, Sketch-up and CAD.

### Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	<b>Deliver Results</b>	<b>Foundational</b>
	<b>Plan and Prioritise</b>	<b>Foundational</b>
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> <b>Manage Self</b>	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>
<b>Relationships</b>	Intermediate	<ul style="list-style-type: none"> <li>Focus on key points and speak in 'Plain English'</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Communicate Effectively		<ul style="list-style-type: none"> <li>Clearly explain and present ideas and arguments</li> <li>Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Prepare written material that is well structured and easy to follow by the intended audience</li> <li>Communicate routine technical information clearly</li> </ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"> <li>Complete own work tasks under guidance, within set budgets, timeframes and standards</li> <li>Take the initiative to progress own work</li> <li>Identify resources needed to complete allocated work tasks</li> <li>Seek clarification when unsure of work tasks</li> </ul>
<b>Results</b> Plan and Prioritise	Foundational	<ul style="list-style-type: none"> <li>Plan and coordinate allocated activities</li> <li>Re-prioritise own work activities on a regular basis to achieve set goals</li> <li>Contribute to the development of team work plans and goal setting</li> <li>Understand team objectives and how own work relates to achieving these</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>Apply computer applications that enable performance of more complex tasks</li> <li>Apply practical skills in the use of relevant technology</li> <li>Make effective use of records, information and knowledge management functions and systems</li> <li>Understand and comply with information and communications security and acceptable use policies</li> <li>Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul>