

Position Title Junior Exhibition Technician	Functional Area Exhibitions and Operations
Position Description Id.	Business Area Engineering, Maintenance and Construction

Reporting relationships	
Reports to:	Manager Engineering, Maintenance and Construction
Direct reports:	Nil

Context
<p>Our Vision Scitech's vision is to be a world leader in providing innovative and creative STEM programs that inspire, engage, and develop citizens for Western Australia's social well-being, economic prosperity, and sustainability.</p> <p>Our Values Passion - We are passionate about Scitech and our purpose. This passion is the energy that inspires our excellence. Respect - We are honest, respectful and look out for each other's well-being. We foster a supportive community by being open-minded and welcoming of people of all ages, genders, abilities, and cultural backgrounds. Innovation - We encourage innovation and creativity. We learn and grow by working together. Fun - We share the fun we have at work by including each other and the community, engaging our own curiosity and encouraging it in others. Sustainability - We minimise our environmental footprint, responsibly using our responsibility using our resources and energy.</p> <p>Our context As a not-for-profit organisation, we're reliant on the generosity of our government, education, corporate and community partners. Because of their long-term investment and support, we're able to do more, reach further, engage minds, inspire imaginations, and enable STEM long into the future.</p>

Primary purpose of the role
<p>The Exhibitions & Operations portfolio is responsible for delivery of Scitech's products and services in physical and digital environments, providing operational management and oversight to Science Centre, Statewide and TREX channels.</p> <p>The position of Junior Exhibition Technician exists to:</p> <ul style="list-style-type: none"> • Assist in design, development, preparation, and installation of permanent, temporary, and travelling exhibitions, • Assist in maintaining and upgrading exhibitions, • Assist in maintaining a high standard of presentation in the public areas of the Science Centre • Contribute to E&O operations including planning, documentation and recording of exhibitions, • Completion of work requests from other staff members, • Maintenance and cleaning of workspaces and equipment.

Summary of key accountabilities, challenges, and relationships
<p>Key accountabilities</p> <ol style="list-style-type: none"> 1. Exhibition development achieved by: <ul style="list-style-type: none"> • Assisting with development and preparation of exhibitions through developing solutions to design problems, • Assisting with production and installation of exhibitions including exhibition space, preparation, construction, and painting, • Assisting with the deinstallation of exhibitions, 2. Exhibition maintenance achieved by: <ul style="list-style-type: none"> • Assisting with routine inspections of permanent exhibitions and identification of maintenance required, • Assisting with the completion of work requests identifying required maintenance and repair work, • Responding to work requests for new signage and alterations and repairs to existing signage. 3. E&O Group operations achieved by: <ul style="list-style-type: none"> • Assisting in maintenance of group work and storage areas, assets and records and equipment, • Assisting in recording, documenting, and archiving of exhibitions, • Assisting in maintenance and cleaning of workshop areas and equipment, • Assisting in completion of Exhibitions work requests.

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4. Professional development undertaken by:
 - Keeping up to date with professional information and literature,
 - Participating in relevant training and development opportunities,
 - Understudy senior team members.
5. Promotion of Scitech as a Centre of Excellence by:
 - Adhering to Scitech policies and procedures, guidelines, and house rules,
 - Adhering to professional standards, practices, and codes of ethics,
 - Promoting excellent public relations by clearly communicating Scitech values and objectives,
 - Proactively seeking continuous improvement to further enhance the visitor experience,
 - Promoting and maintaining excellent internal working relations,
 - Adhering to the WHS policies,
 - Ensuring use of sustainable practices wherever possible and continuously looking for ways for improvement.
6. Undertake other duties as required including but not limited to:
 - Off-site Exhibition bump in and bump out,
 - Off-site Exhibition maintenance.

Key challenges

- Work effectively within an extended team to deliver maintenance, construction and refurbishment builds and requirements.
- Competing priorities from both within and external of E&O

Key relationships

- Customers, members, and partners of Scitech
- Exhibitions and Operations teams (Design, Software & Digital, WHS and PMO)
- Project team members and user groups.
- All other business areas
- External suppliers and stakeholders

Capabilities and behavioural indicators

The following selection criteria are to be read in the context of the key accountabilities, challenges and relationships of this position.

Essential or Desirable

Capabilities and behavioural indicators	Essential or Desirable
Role specific <i>and undertakes other duties as directed</i> <ul style="list-style-type: none"> ▪ Formal recognised trade training. ▪ Creative, out of the box thinker. ▪ Ability to interpret engineering drawings. ▪ Experience in a workshop or manufacturing environment. ▪ Possess a wide range of manual skills, painting, woodwork/carpentry, metalwork, and plastics technology. ▪ Experience in Computer Numerical Contract (CNC) programming utilisation or 3D Printing. 	E E E D D D
Personal attributes <ul style="list-style-type: none"> ▪ Display dedication to personal integrity, accountability, flexibility, and collaboration. ▪ Willingness to learn new skills not normally associated with your base trade. ▪ Willingness to teach junior team members new skills and act as a mentor. ▪ A genuine interest in how things work and the scientific principals behind them. ▪ Excellent attention to detail. 	E E E E E
Team and self <ul style="list-style-type: none"> ▪ Able to work independently, and constructively participate in a team environment. ▪ Prioritise information and tasks to manage time effectively and meet deadlines. 	E E
Communication <ul style="list-style-type: none"> ▪ Highly developed written and verbal communication skills as well as excellent interpersonal skills including the ability to build positive working relationships with customers and staff at all levels. 	E
Technology <ul style="list-style-type: none"> ▪ High level experience with MS Office Suite (Word, Excel and PowerPoint, Teams) and SharePoint. ▪ CAD Experience. 	E D



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Qualifications and licences <ul style="list-style-type: none"> ▪ Trade qualifications in either Mechanical fitting, Mechatronics, Electronics, or Metal Fabrication ▪ Valid "C" Class Drivers Licence ▪ Working with Children Check <i>or ability to obtain one.</i> ▪ National Restricted Electrical License ▪ Work Safely at Heights qualification. ▪ Forklift license. 	E E E D D D
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Signatures		
Employee		
Name	Signature	Date