

| | |
|---|---|
| Position Title Graphic Designer | Business Area Exhibition & Operations |
| Position Description Id. | Functional Unit Exhibition Design |

Reporting relationships

Reports to: **Manager, Exhibition Design**
Direct reports:

Context

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.

Our Mission

To increase awareness, interest, capability and participation by all Western Australians in science, technology, engineering and mathematics.

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.

Primary purpose of the role

To assist in production of graphics for exhibits from signage, large format displays to screen-based interactive media as well as other exhibition related materials. The graphic design role helps visualise and articulate exhibition goals, themes and content through creative design solutions in collaboration with Exhibition designers and Operations coordinators.

Summary of key accountabilities, challenges and relationships

Key accountabilities

- Prepare concepts, mood boards, sketching, prototyping, 3D modelling, texture mapping and other techniques to ensure accurate development of project team specifications.
- Ensure that finished production work is designed and delivered within budget and on schedule to a high standard.
- Liaise regularly with related departments to ensure output meets specifications.
- Liaise with external suppliers and production companies to ensure offsite fabrication meets project teams expectations.
- Assist with project control management working with other members of Exhibition and Operations Team.
- Manage individual product requests so delivery remains on time and within required budget.
- Adhere to design briefs as required for clarity of exhibit functionality allowing smooth workflow between design teams and technicians.
- Keep assigned project manager advised on progress against budget of functional design aspects of projects.
- Create accurate documentation for exhibit elements for potential future reproduction.
- Ensure that all design documentation regarding Travelling Exhibitions is maintained and updated as required.
- Ensure quality control and budget expediency when dealing with external suppliers and production companies in line with Scitech's purchasing policies.
- work effectively within an extended team to ensure exhibition design meets customer and brief requirements within scheduled time frames and budgets.
- Other ad-hoc duties as required.

Key challenges

- Negotiate with external suppliers to obtain required graphics and services within budget and within operational timeframe while adhering to Scitech's purchasing policy.
- Work effectively within an extended team to deliver programs and activities.

Key relationships

- External stakeholders
- Coordinators and Managers within construction, electronics, facilities and built assets.
- All other business areas

| | |
|---|---|
| Position Title Graphic Designer | Business Area Exhibition & Operations |
| Position Description Id. | Functional Unit Exhibition Design |

| Capabilities and behavioural indicators | Essential or Desirable |
|---|--------------------------------------|
| <i>The following selection criteria are to be read in the context of the key accountabilities, challenges and relationships of this position.</i> | |
| Role specific and undertakes other duties as directed <ul style="list-style-type: none"> ▪ Demonstrate competency in 3D software packages such as Blender, 3ds Max and SketchUp. ▪ Proven pre-press experience in delivery of printed projects from concept to finished item ▪ Multimedia and online graphic production skills. ▪ Knowledge of interactive media and user interface design. ▪ Experience creating 2D and 3D animated digital assets. ▪ Experience in obtaining quotations and liaising with service providers. ▪ Ability to produce data files for printing as required. ▪ Ability to produce data files for multimedia as required. | D E E E D D E E |
| Personal attributes <ul style="list-style-type: none"> ▪ Continuously displays dedication to personal integrity, accountability, flexibility and collaboration. ▪ Displays motivation and is reliable and committed. | E E |
| Team and self <ul style="list-style-type: none"> ▪ Demonstrated capability to use initiative and organisational skills. ▪ Demonstrated capability to work proactively and constructively participate in a team environment. ▪ Demonstrated capability to prioritise information and tasks to manage time effectively and meet deadlines. | E 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 on a range of topics in a consultative role. | E |
| Technology <ul style="list-style-type: none"> ▪ Intermediate experience with MS Office Suite (Word, Excel and PowerPoint, Teams) and SharePoint. ▪ Experience with gaming software such as Unreal Engine and Unity ▪ Experience with Adobe Suite ▪ Experience with CADD | E E E E |
| Qualifications and licences <ul style="list-style-type: none"> ▪ Tertiary qualifications in Graphic Media Design or similar ▪ Working with Children Check or <i>ability to obtain one</i> | E E |

| | |
|-------------------|-----------|
| Signatures | |
| Employee | |
| Name | Signature |