

POSITION DESCRIPTION	
Position Title: Design Manager	Division: Design
Reports To: Director Creative & Design	Workplace level: Salary
Loading: Full Time	Special: Required to wear period costume at times
Date Position Created: 11 September 2008	Position Review Date: 29 January 2018

ORGANISATIONAL ENVIRONMENT

The Organisation

Sovereign Hill is internationally recognised as Australia's foremost outdoor museum. The Sovereign Hill Museums Association is a not-for profit community-based organisation that includes: Sovereign Hill outdoor museum, the Gold Museum, Sovereign Hill Hotel, Blood on the Southern Cross and Narmbool.

ORGANISATIONAL CHARTER

Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

Values

Service

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

Respect

We will act with respect and free from any form of discrimination in what we say and do.

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Integrity

We will act in accordance with international and national codes of ethical practice for museums.

Responsibility

We will be a socially and environmentally responsible business and employer.

Sustainability

We will maintain our financial viability and independence by using our resources efficiently and effectively.

PRIMARY ROLE
The role of the Design Manager is to report and collaborate closely with the Director Creative & Design to coordinate, schedule, delegate and oversee all jobs within the department. The Design Manager will also partake in job executions, from initial concept through to final production. This role will include active participation with online projects. The Design Manager will be required to develop close working relationships with the Design team members and to liaise with internal and external clients.

DIRECT REPORTS
<ul style="list-style-type: none"> • Web/Graphic Designer • Graphic Designer

WORKS CLOSELY WITH
<ul style="list-style-type: none"> • Director Creative & Design • Design Team • Executive Directors • Managing Directors • Managers • Marketing Staff • Education Staff • Bookings Staff/Entrance Staff • Contractors

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Design Manager	<ul style="list-style-type: none"> • Schedule and job allocation to designers • Assist/Manage corporate branding, identity/style guide, logos, stationery • Develop in collaboration with contracted Advertising Agency and execute advertising campaigns, brochures, promotional material, billboards and online • Promote communication and problem-solving amongst staff in resolving issues which will improve the visitor experience • Ensure there are adequate communication mechanisms in place to run the operations of the Creative & Design Department on a daily basis and to plan for future events • Develop ideas for marketing campaigns, brochures, promotional material • Brief photographers, coordinate photo & location shoot and digital image manipulation • Work with Director Creative & Design to develop and maintain online digital strategy • Plan and execute photo shoots, digital manipulation of photographs, Illustrations and drawings • Contribute to retail merchandising including product development, catalogues, packaging, labels, point-of-sale • Design/assist with books, corporate presentation/submissions, newsletters, annual reports, education resources, publications • Liaise, communicate and negotiate with clients/suppliers whilst developing relationships • Manage contracts with service providers efficiently and within budget • Maintain good record keeping • Assist with specialised works required for major projects or events as and when required, including interior design, exhibition design and installation • Drive to and liaise / pick up jobs from various contractors, including our Narmbool property if required • Attend meetings, seminars and skill training as required
Teamwork & People	<ul style="list-style-type: none"> • Work in a team and assist team members as required • Assist with the induction, training and mentoring of new staff as required • Attend Sovereign Hill induction and training as required • Contribute to the delivery of special events and programs as required, including the New Gold Mountain roster • Work in, and maintain, a healthy team spirit • Develop a culture of performance by: <ul style="list-style-type: none"> ➢ Establishing clear expectations and goals for staff ➢ Conducting performance appraisals using PeopleStreme ➢ Identifying and dealing with performance and underperformance management issues as they arise and in accordance with policy and procedure ➢ Team building and motivating • Highly organised and motivated, with a positive 'can do' attitude • Work efficiently both autonomously and as part of a team

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Operations	<ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> ➢ SHMA policies and procedures ➢ The Sovereign Hill Code of Conduct ➢ The Sovereign Hill Workplace Safety Rules ➢ Equal Opportunity and Anti-discrimination legislation & requirements; ➢ Occupational Health and Safety (OH&S) legislation & requirements • Participate in performance reviews including one on ones and eLearning modules through PeopleStreme, meetings, staff training and professional development as and when required • Help foster a culture which values safety as primary consideration in all activities • Participate in and promote staff participation in, organisational events and promotional activities as required • Perform other relevant tasks and undertake other duties as required

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • A Bachelor of Visual Arts (Graphic Design/Multi-media) or equivalent qualification with at least one year's relevant experience OR no qualification, but a substantial number of years' experience in the industry • Demonstrated design ability • Competence in post-production processes, paper and print/press protocols • Competence in exhibit design and / or processes • Robust organisational skills including proven ability to work alone, multi-task and attention to detail • Demonstrated ability in the use of design industry input and output devices, and software (e.g. Adobe Creative Suite including InDesign, Photoshop and Illustrator) • Ability to work across flexible hours • A strong sense of responsibility coupled with a willingness to apply initiative and get results • Ability to remain strictly confidential when required • Ability to manage and lead a team with a diverse range of people • Excellent negotiation, written and verbal communication skills • Excellent priority management and communication skills

QUALIFICATIONS
<ul style="list-style-type: none"> • A Bachelor of Visual Arts (Graphic Design/Multi-media) or equivalent qualification with at least five year's relevant experience, or no qualification but a substantial number of years' experience in the industry. Management experience within the Design field.

REQUIRED LICENCES/CERTIFICATES
<ul style="list-style-type: none"> • Working with Children Check • Police Check • Current Drivers Licence

SPECIFIC HEALTH AND SAFETY REQUIREMENTS
<ul style="list-style-type: none"> N/A
OTHER
<ul style="list-style-type: none"> Must be eligible to work in Australia

EMPLOYER'S APPROVAL OF POSITION DESCRIPTION

James Baker _____ _____ _____
 Director – Creative & Design Signature Date of approval

Mark Karlovic _____ _____ _____
 Head of People, Performance & Legal Signature Date of approval

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

_____ _____ _____
 Employee Name Signature Date