

POSITION DESCRIPTION	
Position Title: Graphic Designer	Division: Design
Reports To: Director Creative & Design	Workplace level: Salaried Position
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 Narnbool.

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 Narnbool 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 towards our colleagues, our visitors, and all with whom we do business; we will respect each other's dignity and right to privacy; and respect the assets we share in doing our jobs.

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, including respect for the tangible and intangible heritage we collect, research and interpret; for the primary role of museums as places of lifelong learning; and as individuals, work to help and support colleagues, work diligently to complete tasks, and at all times act honestly.

Responsibility

We will be a socially and environmentally responsible business and employer, and a vital partner in the development of our region; and as individuals, take responsibility for our actions and ensure our decision-making is objective, consistent and complies with policy and legislation.

Sustainability

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

PRIMARY ROLES
The role of the Graphic Designer is to work within the Design team to coordinate and execute projects from initial concept through to final production. This role will include active participation in online projects, design and pre-press media, including execution from briefing, concept and design to completion of deliverable . The Graphic designer will be required to develop close working relationships with the Design team members and liaise with clients.

DIRECT REPORTS
<ul style="list-style-type: none"> • Nil

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

Key result area	Major activities
Graphic Designer	<ul style="list-style-type: none"> • Assist with corporate branding, style guide, logos, stationery • Minimum of basic Offset and Digital pre-press knowledge • Online / Digital design knowledge • Strong design skills including the ability to produce initial concepts and layout, with an eye for detail • Ability to work well under the pressures and constraints of deadlines • Excellent priority management and communication skills • Work efficiently both autonomously and as part of a team • Develop ideas for marketing campaigns, brochures, promotional material • Good understanding and execution of advertising banners, billboards, signage • Brief photographers, coordinate photo and location shoot and digital image manipulation • Contribute to retail merchandising including product development, catalogues, packaging, labels, point-of-sale • Design/Assist with books, corporate presentation/submissions, newsletters, annual reports, catalogues, education resources publications etc. • Assist with interior design, exhibition design and installation • Liaise, communicate and negotiate with clients whilst developing relationships • Maintain good record keeping • Assist with specialised works required for major projects or events as and when required • Drive to and pick up jobs from various contractors, and drive to our Narmbool property if required • Design/Assist with online content, function and UX • Work with various stakeholders and contractors for the delivery of print, digital and exhibit projects • Attend meetings 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 • Highly organised and motivated, with a positive 'can do' attitude
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 and requirements ➢ Occupational Health and Safety (OH&S) legislation and requirements • Participate in annual performance reviews, meetings and staff training and professional development as and when required, including the New Gold Mountain roster

Key result area	Major activities
	<ul style="list-style-type: none"> Foster a culture which values safety as primary consideration in all activities Perform other relevant tasks and undertake other duties as required

KEY SELECTION CRITERIA

- 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
- Experience in post-production processes, paper and print/press protocols
- Experience in exhibit design and / or processes would be an advantage
- Demonstrated ability in the use of design industry input and output devices, and software (eg Adobe Creative Suite including InDesign, Photoshop and Illustrator)
- Competency in post-production processes, paper and print/press protocols
- Robust organisational skills including proven ability to work alone, multi-task and attention to detail
- Ability to work across flexible hours
- A strong sense of responsibility coupled with a tendency to apply initiative and get results
- Ability to remain strictly confidential when required
- Excellent negotiation, written and verbal communication skills

QUALIFICATIONS

- 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 is essential

REQUIRED LICENCES/CERTIFICATES

- Working with Children Check
- Police Check
- Current Driver's Licence

SPECIFIC HEALTH AND SAFETY REQUIREMENTS

- N/A

OTHER

- Must be eligible to work in Australia

EMPLOYER'S APPROVAL OF POSITION DESCRIPTION

James Baker
Director – Creative & Design

Signature

Date of approval

Mark Karlovic
Manager – 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