

POSITION DESCRIPTION	
Position Title: Photographer, Level 5	Division: Design
Reports To: Manager Red Hill Photographic Rooms	Workplace level: Level 2 during training period then upon successful completion of training will increment to level 5
Loading: Casual, Part Time, Full Time	Special: Will be required to be available to work weekends, public holidays and school holidays.
Date Position Created:	Position Review date: December 2017

ORGANISATIONAL ENVIRONMENT

The Organisation

Sovereign Hill is Australia's foremost outdoor museum, and enjoys international recognition as such. Sovereign Hill Museums Association is a not-for profit community-based museum organisation that employs 350 people. The organisation includes Sovereign Hill Outdoor Museum, the Gold Museum, Sovereign Hill Hotel, Blood on the Southern Cross (BOSC) and Narmbool.

The Department/Area

The Creative and Design Division incorporates the Creative, Graphics and Design Team as well as the Times Office and Red Hill Photographic Rooms which is located in the "Main Street" of the outdoor museum and depicts a photographic shop from the 1850s.

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 Photographer Level 5 is responsible for engaging and assisting visitors with enquiries, purchasing decisions and processing sales transactions across the retail outlets both internal and external to the Museum.
DIRECT REPORTS
<ul style="list-style-type: none"> N/A
WORKS CLOSELY WITH
<ul style="list-style-type: none"> Manager Red Hill Photographic Rooms (RHPR) Leading Hands Retail and Operations Staff

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Retail	<ul style="list-style-type: none"> • Undertake level 4 Customer Service Officer – RHPR duties • Using digital photography, take appropriate individual and group photos in the RHPR shop, the itinerant tent and in the Brightview gardens • Using digital photograph, take passport photos for staff and volunteers • Undertake a basic usage of photo editing software • Open and close shops and accurately reconcile the daily takings • Maintain appropriate shop environment in accordance with shop manuals, descriptions and duty statements • Process customer purchase transactions efficiently and effectively using electronic P.O.S. and appropriate cash handling techniques • Perform required procedures for credit card facilities • Inform visitors about all of Sovereign Hill's activities and general tourism activities and locations in the immediate Ballarat district as and when required • Assist with stocktake as and when required • Maintain stock levels as and when required • Immediately notify Manager RHPR or Leading Hands of any suspicious behaviour • Undertake daily cleaning regimes
Teamwork	<ul style="list-style-type: none"> • Ensure work area are presented at optimum levels • Work Cohesively with all team members • Participate in the induction, training and mentoring of new staff members as required • Contribute to the enhancement of staff knowledge and skills
Operations	<ul style="list-style-type: none"> • Undertake the responsibility of the position to: <ul style="list-style-type: none"> ➢ SHMA policies and procedures ➢ The Sovereign Hill Code of Conduct ➢ 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 • Help foster a culture which values safety as primary consideration in all activities • Wear costume in accordance with guidelines set down by The Sovereign Hill Museums Association • Perform other relevant duties as required

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • Experience within a customer service or retail environment is essential • Experience using digital photography and software packages is essential • Good communications skills, an outgoing personality and a genuine liking for people • Excellent cash handling and P.O.S. skills • Excellent customer service skills • Ability to work across flexible rosters including weekends, public holidays and school holidays

QUALIFICATIONS
<ul style="list-style-type: none"> • A certificate II or III in Retail is highly desirable

REQUIRED LICENCES/CERTIFICATES
<ul style="list-style-type: none"> • Working with children check • Police Check

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

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

James Baker
Director, Creative & Design

Signature

Date of approval

Mark Karlovic
Head 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

Employee Signature

Date