Position Description

Position Title        Exhibition Technical Officer

Reports to           Exhibition Designer
Staff Reporting      Casuals as required
Pay Level            TBC
Hours                Full Time
Date                 TBC

Purpose of Position

The Exhibition Technical Officer is part of the busy Exhibitions Team that prepares all exhibition material for the Museum’s programme. This role will research, source and oversee the production and installation of AV and digital elements in exhibitions to meet budget and deadlines.

In addition to managing the specialised exhibition AV requirements, this role will undertake other tasks associated with organising and presenting Museum of Brisbane events.

Key Responsibilities

- Provide support to the Exhibition Designer and project team through tabling ideas and solutions for the inclusion of quality, timely and cost-effective audio-visual and digital components within an exhibition
- Work collaboratively with the project teams towards developing and delivering exhibitions with integrated AV and digital
- Provide support to the Exhibition Designer through procuring of suitable suppliers, quotes, specification and samples in the area of AV and digital solutions, procurement and installation
- Take responsibility for exhibition tasks within the context of the larger project
- Balance of technical knowledge of the building of materials for a museum and gallery environment, with practical experience
- Full working knowledge of AV systems throughout the gallery spaces
- Working knowledge of Museum of Brisbane’s ERCO led gallery lighting system as support to the Exhibition Designer
- Create in collaboration with the Exhibition Designer and Exhibition Program Manager a maintenance scope of works and schedule, and participate in the delivery of that scope of works
- Ongoing specialised cleaning of exhibitions
- Active participation in exhibition and project installations
- Full understanding of WHS requirements for this position and ability to communicate and model this to casual and on-site contractors
- Input into the creation of detailed production and installation schedules
- Management of the on-site work of installation, overseen by the Exhibition Designer.
- Maintain operating and trouble-shooting knowledge of the AV system throughout the Museum (including the Dome Lounge)
- Maintain operating knowledge of the Museum house lights and gallery lighting system
- Maintain operating knowledge of any specialised AV installed for exhibitions
• Maintain the up to date inventory of our off-site storage facility and on-site AV storage facility
• Provide support to the Collection team, including the hanging of artworks in City Hall
• Undertake other tasks as required associated with organising and presenting all Museum of Brisbane activities.
• Lead and role model customer focused behaviour by delivering the highest standards of service to our customers.
• Take all safety measures when performing duties to ensure the safety of yourself and others, and comply with Museum of Brisbane’s WHS policies, procedures and Government legislation.
• Other duties from time to time as required

**Selection Criteria**

The successful applicant will demonstrate all or most of the following:

• Demonstrated ability to apply interactive AV and digital technology to public environments
• Working knowledge of lighting and sound systems, including working knowledge of an LED gallery lighting system (or similar)
• Demonstrated ability to learn specialised terms and processes inherent to an industry
• Demonstrated ability to respond to a technical brief: source a solution - cost it, trouble-shoot it, install it and maintain it
• Excellent organisational skills and a sound understanding of exhibition project management
• Excellent communication skills, including the ability to deal with a wide range of customers sensitively and effectively
• Show personal initiative, take direction as well as be able to work collaboratively as part of a busy, creative team with multiple exhibitions and deadlines in an informal, creative, and fast-paced environment
• Work within the governance structure of the Museum, understanding the policies and adhering to the development and sign off procedures
• A current driver’s licence
• A commitment to the flexible hours that are inherent in the arts

**Desirable**

• Basic knowledge of Australian art, culture and history;
• Elevated work platform ticket