



## **Position description and selection criteria**

Senior Graphic Designer  
Communications, Marketing and Public Affairs  
Directorate  
APS 6

Position title:	<b>Senior Graphic Designer</b>
Section:	<b>Communications, Marketing and Public Affairs</b>
Classification:	<b>APS 6</b>
Immediate supervisor:	<b>Nadene Tawake</b>
Status:	<b>Non-ongoing 3 years with possibility of permanency</b>
Location:	<b>Canberra, ACT</b>
Application close date:	<b>Thursday, 23 March 2023</b>
Position contact:	<b>Nadene Tawake</b> <b>Ag Head, Communications, Marketing and Public Affairs</b> <a href="mailto:Nadene.tawake@nma.gov.au">Nadene.tawake@nma.gov.au</a> or 6208 5182

If you are deaf, hearing or speech impaired, you can contact us through the [National Relay Service](#), TTY call 133 677, Speak and Listen 1300 555 727.

## The job opportunity

The National Museum of Australia has an exciting opportunity for a professional to join the Communications, Marketing and Public Relations business unit as a Senior Graphic Designer to develop and deliver creative to brand and position the Museum to a diverse audience through promotion of exhibitions, events, retail, education and signage.

Working as part of the in-house graphic design team and alongside several marketing professionals, the Senior Graphic Designer will take an end-to-end approach from initial project briefing to overseeing production and implementation.

## What will the successful candidate bring to the role?

The successful candidate will bring high-level design skills with an ability to interpret project challenges and provide creative design solutions to create dynamic, high-impact and effective marketing materials across a range of traditional and digital platforms.

Working closely with internal and external stakeholders, the Senior Graphic Designer will bring high organisation, attention to detail and project management skills with an ability to prioritise in a fast-paced environment with competing deadlines. Illustration skills are advantageous.

## Workplace values

The Museum expects all employees to display these professional capabilities, as relevant to their position and classification.

### Leadership

Demonstrate leadership in how marketing and promotional programs are delivered, striving to create a new benchmark in excellence.

**Collaboration and connection**

Work together to create a culture where collaboration across business units is seamless to delivering the shared vision.

**Courage and innovation**

Be bold and decisive, embrace challenges and opportunities and actively seek ways to continually improve and streamline our services for the benefit of the whole Museum.

**Agility and resilience**

Embrace and respond to change as a normal part of our working environment.

**Respect and integrity**

Display respect and integrity when working together, embracing the APS values of being committed to service, accountable, respectful, ethical and impartial.

**The Working environment**

The following table provides further information about the inherent requirements of the role and indicates the frequency of these requirements. Please note that the Museum is committed to an inclusive and supportive work environment and offers reasonable adjustments to employees.

ADMINISTRATIVE	FREQUENCY		
	Often	Occasionally	Never
Telephone use	X		
General computer use	X		
Extensive keying/data entry		X	
Graphical/analytical based			X
Sitting at a desk	X		
Standing for long periods			X
Designated workstation	X		

WORKING HOURS	FREQUENCY		
	Often	Occasionally	Never

Flexible working hours (access to flex time)	X		
Flexible working arrangements (part-time work)			X
Flexible working arrangements (work from home)	X		
Flexible working arrangements (other)	X		
Fixed or specified start/finish times	X		
Work extensive hours over a significant period due to the nature of the duties		X	
Peaks and troughs in workload	X		
Frequent overtime		X	
Rostered shift work			X

SOCIAL DEMANDS	FREQUENCY		
	Often	Occasionally	Never
Work with others towards shared goals in a team environment	X		
Work in isolation from other staff (remote supervision)			X
Working directly with the public			X

PHYSICAL DEMANDS	FREQUENCY		
	Often	Occasionally	Never
Distance walking			X
Working outdoors			X

MANUAL HANDLING	FREQUENCY		
	Often	Occasionally	Never
Lifting 0–5kg		X	
Lifting 5–10kg		X	
Lifting 10kg+		X	
Climbing			X
Reaching			X
Bending/squatting		X	
Push/pull		X	
Sequential repetitive movements in a short amount of time			X

TRAVEL	FREQUENCY		
	Often	Occasionally	Never
Travel – multiple worksites			X
Travel – driving			X
Travel – interstate			X
Travel – international			X
Travel – remote			X

SPECIFIC HAZARDS	FREQUENCY		
	Often	Occasionally	Never
Working at heights			X
Exposure to extreme temperatures, outside of normal comfort levels			X

Operation of motorised or highrisk equipment e.g. forklift, pressure vessels			X
Confined spaces			X
Exposure to excessive noise levels			X
Low lighting			X
Handling of hazardous substances			X
Potential to encounter agitated persons			X
Exposure to potentially distressing objects, material or subject matter			X

## Selection criteria

**Applicants must respond to each of the following selection criteria and include contact details for two referees in their application.**

1. Extensive design experience in a commercial studio or public sector environment coupled with an approved degree or diploma in graphic design. A wide range of publications and promotional material, including print material, using Adobe Creative Suite across Mac OS X platforms and PC platforms. Experience working with CSS and HTML is desired.
2. Extensive experience in controlling design and production of print collateral, including ability to conceptualise, plan, prepare briefs and specifications, select stock and liaise with printers through all stages of production.
3. Experience in liaising with external suppliers and printers with a knowledge of government procurement processes, combined with the ability to undertake production tasks such as processing orders, keeping records, maintaining files and databases.
4. Experience in working from briefs to interpret and create integrated campaigns across printed, digital and social media channels.
5. High-level organisational skills and the ability to work under pressure. Sound motivation, initiative and commitment together with a demonstrated ability to manage workloads and priorities to meet deadlines.
6. Experience working in and an understanding of the requirements of audiences of arts and culture, tourism, major event promotions or related field, including the ability to monitor and apply corporate style and branding.

**Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply. The National Museum of Australia is an equal employment opportunity workplace.**

**The National Museum of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.**

## **Eligibility**

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police records check.

## **Ready to apply?**

Visit <https://www.nma.gov.au/about/employment> and apply online.