



Multimedia Project Manager

Development Project

Gallery Development

Employment Type: Full-time, Non-ongoing fixed term appointment

Classification: Executive Level 1

Position Number: TBA – new position

Reports to: Director, Gallery Development

Direct Reports: Multimedia Coordinator

The Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

Gallery Development is responsible for the development of permanent exhibitions that are part of the Memorial's Development Project. The program includes the planning, development, implementation of 15,000sqm of permanent exhibitions. The purpose of this position is to manage the collaboration and direction of internal and external creative and technical groups in creating and delivering multimedia experiences for the Project.

The Multimedia Project Manager is accountable for planning and coordination of integrated, and innovative multimedia experiences for the exhibition and associated extended programs, from concept through to integration with the Memorial's existing systems and technical, maintenance and management standards. This includes providing leadership, knowledge and expertise to the project team from the development of the concept through to the completion of the production, and overseeing commissioning.

The position requires experience in the delivery of digital creative projects within the museum or cultural sector; a thorough understanding and appreciation of contemporary museum or creative practices; the ability to contribute to several projects simultaneously at various phases; and high level communication and liaison skills.

Core Responsibilities

- Manage the development and implementation of highly engaging multimedia experiences to suit broad audiences.
- Develop innovative concepts and principles in the design and delivery of engaging in-gallery experiences.
- Develop and implement a range of documentation including creative briefs and specifications, requests



for quotes, contracts and contract management, budget estimates and tracking, hardware and software schedules to ensure that all technical requirements meet the project scope.

- Work collaboratively to establish design, operational and maintenance standards for external media contractors to meet sustainable and integrated Memorial processes and quality.
- Coordinate the work of external contractors and internal stakeholders in order to implement, document and setup delivery and maintenance processes for all Development Project digital activities.
- Provide leadership, guidance and supervision to the Multimedia Coordinator and other technical staff, including monitoring and prioritising the work of the team against the agreed scope of the Development Project.
- Implement and manage appropriate processes for effective scheduling, monitoring, budgeting, tracking and reporting of all project activities.
- Management of digital assets, including image orders using the Memorial's digital asset management system and collection management system.
- Knowledge of emerging and evolving technologies and display techniques applicable for museums or the cultural sector.
- Assist in managing demands and expectations of stakeholders so they remain aligned with the Development Project scope.
- Apply rapid prototyping techniques to enhance early demonstrations of user interaction with exhibition ideas and concepts.

Selection Criteria

Essential Criteria:

1. Proven experience and demonstrated ability in media development and production, with highly developed conceptual and creative skills.
2. Excellent project management, administrative and organisation skills, including documentation, record keeping, scheduling, budgeting and experience in using a content management system.
3. Ability to procure and manage external suppliers and creative developers, and integrate product delivery and commissioning with internal teams.
4. Capacity to understand and interrogate exhibition design documentation, including plans, elevations and technical drawings, and apply creative and collaborative problem solving techniques to resolve issues.
5. Highly developed communication, interpersonal and negotiation skills including the proven ability to work cooperatively in a team environment, liaise with and advise staff and external contractors at all levels.
6. Sound understanding of the principles and practices of Work Health and Safety as outlined in the WHS Act, in relation to personal safety, and the safety of others.

Desirable Criteria:

7. An awareness of various software, hardware and protocols used for the creation of content through to control of in gallery fixtures and multimedia playback and generation.
8. A wide-ranging knowledge of current media trends and developments, including sustainability within the museum and affiliated industries.