

ENTERPRISE AGREEMENT

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**ENTERPRISE AGREEMENT  
FOR**

**EXHIBITION  
PROJECT MANAGERS  
AND OFFICERS  
AUSTRALIAN  
MUSEUM**

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**ENTERPRISE AGREEMENT FOR EXHIBITION PROJECT  
MANAGERS AND OFFICERS, AUSTRALIAN MUSEUM.**

**1. PARTIES TO THE AGREEMENT**

An enterprise agreement, made in pursuance of the NSW Industrial Relations Act, 1991, in accordance with the provisions of Part 3 Division 2 of the said Act, entered into on the 26<sup>th</sup> day of November, 1992 between the Public Employment Industrial Relations Authority, an organisation constituted under the Public Sector Management Act 1988, and having offices at 1 Oxford Street, Darlinghurst in the State of New South Wales (hereinafter called the Industrial Authority) of the one part and the Public Service Association of New South Wales and the New South Wales Public Service Professional Officers' Association (hereinafter called the Associations) representing the officers hereinafter referred to of the other part.

**2. TITLE OF AGREEMENT**

This Agreement shall be known as the Australian Museum Exhibition Project Officers Enterprise Agreement.

**PART 1 - PURPOSE OF AGREEMENT**

**3. INTENTION**

The objective of this Agreement is to obtain a mutually beneficial outcome between the State of New South Wales through its instrumentality the Australian Museum and its Exhibition staff. Exhibition staff seek to increase the quality of their skills and productivity in the advancement of the Museum's Mission. The Museum seeks to increase productivity of the Exhibitions Division and to provide appropriate remuneration, conditions and leadership in the realisation of the Museum's Mission through the work of the Exhibition staff.

This Agreement will cover the classifications of Exhibition Project Managers, Chief Preparator, Preparators, Designer and Audio-Visual Technician at the Australian Museum previously regulated by the Artists, etc, Australian Museum; Designers and Senior Designer, National Parks and Wildlife Service; Artist, Chief, Exhibitions Department and Keeper of Exhibits, Museum of Applied Arts and Sciences Agreement No 2196 of 1975; the Technicians, Technical Services Branch, Government Stores Department Agreement No 2242 of 1978; and the Public Service General Division, Staff Salaries Agreement No 2368 of 1982 made pursuant to the Public Sector Management Act 1988.

**4. INCIDENCE**

This Agreement shall apply to all officers of the Exhibitions Division, Australian Museum, who on the effective date of this Agreement, were occupying a position of Exhibition Project Manager, Designer, Chief Preparator, Preparator, or Audio-Visual Technician.

**5. DATE AND PERIOD OF OPERATION**

Unless otherwise agreed between the parties, this Agreement shall operate from the date in Clause 1 and will remain in force for a period of 12 months unless varied or terminated earlier in accordance with the provisions of Sections 125 and 148 of the Act.

## PART 2 - DEFINITIONS, WAGES, ALLOWANCES

### 6. DEFINITIONS

"Act" means the Industrial Relations Act 1991.

"Association" means the Public Service Association of New South Wales and the New South Wales Public Service Professional Officers' Association.

"Director" means the Director of the Australian Museum.

"Officer" means and includes all persons permanently or temporarily employed under the provisions of the Public Sector Management Act, 1988, and who, as at the operative date of this Agreement or who, after that date, are appointed to one of such positions covered by this agreement.

"Service" means continuous service. Future appointees shall be deemed to have the years of service indicated by the service level to which they are appointed.

"Industrial Authority" means the Public Employment Industrial Relations Authority constituted by the Public Sector Management Act, 1988.

"Exhibition Project Officer Level 1" means an officer appointed as such and engaged in routine exhibition projects under general supervision of a more senior Project Officer; and who possesses a trade certificate in areas of Carpentry/ Joinery, Cabinet making, Electronics, Radio Technology, or equivalent plus a minimum of five years experience in a relevant field of exhibition production; or who possesses a recognised degree, diploma in Art/ Communication, Architecture, Applied Arts, Design (Industrial, Interior, Graphic), Engineering or qualifications deemed equivalent; or who has relevant work experience of not less than nine years.

"Exhibition Project Officer Level 2-5" means an officer appointed as such and engaged in both routine and complex exhibition projects, and who gains skills in NOS; NES and both General FES (GFES) and Specific FES (SFES) as outlined in Attachment 5 and who possesses at least minimum qualifications required for Project Officer Level 1.

"Exhibition Project Officer Level 6-8" means an officer appointed as such and engaged in both routine and complex exhibition projects, and who gains skills in NOS; NES and both General FES (GFES) and Specific FES (SFES) as outlined in Attachment 6, and who possesses at least minimum qualifications required for Project Officer Level 1, and has undergone skills training required for Project Officer Level 2-5.

"Exhibition Project Manager" means an officer responsible for the control and direction of defined exhibition projects, including management of Production teams, and who possesses at a minimum qualifications required for Exhibition Project Officer, or relevant experience in Project Management; plus a demonstrated ability in management of exhibition projects.

"Nominated Organisational Skills" (NOS) are those skills required within the Museum to enhance the general abilities of staff as outlined in Attachment 1.

"Nominated Exhibition Skills" (NES) are those skills required within the Museum exhibition field acquired by all Exhibition Project Officers, as outlined in Attachment 2.

"General Fundamental Exhibition Skills" (GFES) are those skills which cover the major areas of specialisation within the Exhibition Division requiring a general working knowledge gained through work experience, exchange of ideas within/between project teams, and/or short-term placement in the relevant area, as well as external course work. GFES are outlined in Attachment 3.

"Specific Fundamental Exhibition Skills" (SFES) are those more specialised skills which require specialist knowledge gained through tertiary and trade courses or relevant experience. Specific FES skills are required in one of the four components of the Division under separate categories of Design; Electronics and Media; Fabrication and Construction; and Preparation. SFES are outlined in Attachment 4.

## 7. SALARIES

Officers appointed to the positions specified shall be paid the following salaries subject to the provisions of the Public Sector Management Act and Regulation.

### Exhibition Project Officer

	Annual Salary	Existing Common Salary Points
Skill Level 1	\$25 422	46
Skill Level 2	26 900	52
Skill Level 3	28 418	58
Skill Level 4	30 191	64
Skill Level 5	31 117	67
Skill Level 6	34 607	78
Skill Level 7	36 312	83
Skill Level 8	38 126	88

Progression from level 1 to level 2 shall be subject to satisfactory conduct and performance, and demonstrated willingness by the officer to undergo a skills training program as defined and certified by the supervisor and approved by the Chief Exhibition Project Manager.

Progression from level 2 to level 5 shall be subject to satisfactory conduct and service plus demonstrated ability and competence in the skills required at each level, as certified by both the supervisor and the Human Resource Manager/Staff Development Officer, and approved by the Chief Exhibition Project Manager. This review shall be undertaken annually.

Appointment above the minimum rate to an advertised vacancy, shall be determined by the Director, on recommendation of an established selection committee, as long as the officer can demonstrate possession of the required qualifications, experience and skills, including any overseas qualifications/experience and any relevant voluntary experience.

An officer who has served for twelve months on the rate prescribed for Exhibition Project Officer Level 5 may be advanced to level 6 provided that the review panel has certified to the Director that:

- a. the officer concerned has completed the necessary training and skills development and is able to demonstrate ability to undertake such work; and
- b. the officer has indicated a willingness to participate in further skills training and development.

Progression from level 6 to level 8 shall be subject to satisfactory conduct and service plus demonstrated ability and competence in the skills required at each level, as certified by the Exhibition Project Manager and approved by the Chief Exhibition Project Manager. This review shall be undertaken annually.

Exhibition Project Manager

	Annual Salary	Existing Common Salary Points
Year 1	\$40 902	95
Year 2	42 202	98
Year 3	43 876	102

Progression shall be by way of increments paid at 12 month intervals, subject to satisfactory conduct and services as certified by the Chief Exhibition Project Manager.

**8. WAGE BASE**

This Agreement is made by reference and in relation to the adult basic wage of \$121.40 per week, the annual equivalent of which, calculated to the nearest dollar is, \$6,334 (\$121.40 x 52.17858).

Upon each variation of the adult basic wage the rates prescribed by this Agreement shall be adjusted by deducting therefrom the sum of \$6,334 and adding to the result the annual equivalent of the new adult basic wage calculated as aforesaid to the nearest dollar.

**9. STATE WAGE CASE DECISIONS**

The salaries prescribed by this Agreement shall be varied from time to time following any determination of the Industrial Relations Commission of New South Wales made pursuant to Section 14 of the Industrial Relations Act 1991, in like manner as if this Agreement were an Award prescribing annual rates of pay and as so varied the salaries will be adjusted to the nearest dollar, less than 50 cents going to the lower amount and 50 cents or more going to the higher amount.

**10. PROGRESSION FROM LEVEL 5 TO LEVEL 6: ASSESSMENT PROCEDURES**

- a. A review panel consisting of the Chief Exhibition Project Manager, the Assistant Director (Corporate Services) or his/her nominated delegate, and a representative from the relevant Association, and/or a Union representative from the Museum elected for this purpose by Exhibition Project Officers for the term of this agreement, shall be constituted to consider and recommend to the Director the progression of an officer from Exhibition Project Officer Level 5 to Exhibition Project Officer Level 6. Panel membership may be expanded to ensure representation of relevant EEO target groups.

- b. The members of the panel shall examine a written statement prepared by the officer in support of his/her progression, as well as any other Museum papers or completed projects illustrating either the type of work performed by the officer or are otherwise relevant to the question of progression of the officer.
- c. In the event that the committee members disagree on a recommendation a written report shall be furnished to the Director from each individual committee member stating the reasons why progression is considered appropriate, or not as the case may be. The Director shall make a determination, which is binding on all parties.
- d. The officer shall have right of appeal to the Director, who shall be empowered to appoint an independent senior officer to review the panel's decision-making process, and make further recommendations to the Director regarding the officer's appeal.

#### 11. ADJUSTMENT OF SALARIES

A review panel consisting of the Chief Exhibition Project Manager, the Assistant Director (Corporate Services) or his/her nominated delegate, and a representative from the relevant Association, and/or a Union representative from the Museum elected for this purpose by Exhibition Project Officers for the term of this agreement, shall be constituted to recommend to the Director the appropriate commencing level as Exhibition Project Officer for Exhibitions staff classified at the date of this Agreement as Designer, Preparator and Audio-visual Technician. Officers shall be required to submit a statement regarding skills held in the required areas for assessment by the panel.

Existing Exhibition Project Managers shall remain on their current salary levels, and retain their existing incremental date.



### **PART 3 - HOURS OF WORK**

#### **12. HOURS OF WORK**

The ordinary hours of work shall be thirty-five hours per week. The provisions of the Flexible Working Hours Agreement No 2275 of 1980 will apply.

#### **13. OVERTIME**

Overtime will be paid in accordance with the Crown Employees (Overtime) Award.

Staff who have been directed to work overtime will receive the opportunity to select either overtime payment or time-off-in-lieu at overtime rates. For any one period of overtime worked, time-off-in-lieu may be granted for periods of more than one half day or multiples thereof. The selection will be made in consultation with Exhibition Managers', and in periods of acute work pressure, such as installation phases, the Manager will have the right to extend time-off-in-lieu availability for a period of up to three (3) months from its occurrence.

### **PART 4 - POLICY AND PROCEDURES**

#### **14. GRIEVANCE HANDLING PROCEDURES**

Grievances of individual employees over a question, dispute, or difficulty concerning the interpretation, application or operation of this Agreement, or alleged discrimination in employment within the meaning of the Anti-Discrimination Act 1977, shall be dealt with in the following manner:

- Step 1. In the first instance, the employee(s) will notify (in writing or otherwise) the immediate supervisor, or other appropriate person, as to the substance of the grievance, request a bilateral meeting to discuss it, and state the remedy sought. A meeting should be held within 48 hours of notification.
- Step 2. If the matter is not resolved in this meeting, the matter shall be further discussed by the employee(s), and, at their request, a nominated employee union representative, the immediate supervisor and their manager. This should take place within 48 hours of the completion of Step 1.
- Step 3. If the matter remains unresolved, the matter shall be further discussed by the employee(s), and, at their request, a nominated employee union representative, the immediate supervisor, the supervisor's manager, and a more senior management representative. This should take place within 48 hours of the completion of Step 2.
- Step 4. If the matter remains unresolved and the employee(s) is/are union member(s), it should be discussed/negotiated between representatives of the State Branch of the union(s) concerned, and the relevant senior management of the employer. These actions should take place as soon as it is apparent that the earlier discussions will not resolve the grievance. In addition, if the matter has not been resolved at the conclusion of this stage of discussions, the employer

must provide a written response to the grievance, including reasons for not implementing any proposed remedy.

Step 5. If the matter remains unresolved then, if the parties agree, it may be referred to a mutually acceptable mediator/arbitrator, The parties have the right to refer the matter to the Industrial Relations Commission at this stage.

It is a condition of this Agreement that these procedures will be followed and that there shall be no disruption to work.

#### 15. CONSULTATIVE COMMITTEE

A joint consultative committee shall be established to monitor the implementation of this Agreement and the benefits of improved work practices, and make recommendations to the Director on any changes to the Agreement that may be thought appropriate during its period of operation.

The joint consultative committee shall consist of the Chief Exhibitions Project Manager, the Assistant Director (Corporate Services) or his/her nominated delegate, an employee union representative nominated by officers covered by this Agreement, a representative of the relevant Associations who are signatories to this Agreement at their discretion. A representative of the Industrial Authority may be co-opted to assist the Committee as required.

The joint consultative committee is to meet and provide a written report to the Director within one month of the expiration of the first twelve months of this Agreement.

## **PART 5 - TERMS AND CONDITIONS OF EMPLOYMENT**

### **16. CONDITIONS OF EMPLOYMENT**

All conditions of employment for Exhibition Project Officers will be in accordance with the Personnel Handbook of New South Wales Public Service, or such other instrument that may prevail during the terms of this Agreement.

### **17. REQUIRED SKILLS**

The Museum is required to annually review the NOS, NES, GFES, and SFES skills listing to ensure continuing applicability, and to add or delete skills where necessary. This will be carried out by a committee of the Chief Exhibition Project Manager, an Exhibition Project Manager, an Exhibition Project Officer who is a union member and a representative of the relevant Associations who are signatories to this Agreement at their discretion, and the Human Resource Manager/Staff Development Officer.

### **18. TRAINING COMMITMENT**

Upon entering this Agreement the Museum has undertaken a commitment to provide resources and opportunities for the training of Exhibition Project Officers as far as reasonable within the Museum's overall Training and Staff Development budget and requirements.

Training shall be undertaken as outlined in Attachment 7.

## **PART 6 - WORK ARRANGEMENTS**

It is agreed that the focus of day-to-day work arrangements for Officers covered by this Agreement will be on a Project team basis, led by an Exhibition Project Manager.

There will be flexibility in the composition of project team members, depending on the core skill requirements of particular projects, but emphasis shall be given to encouraging the multi skilling of officers and broadening of work experience.

PART 7 - DECLARATION

The parties to this Agreement declare that it:

- a. Is not contrary to the public interest;
- b. Is not unfair, harsh or unconscionable;
- c. Was not entered into under duress;
- d. Is in the interests of the parties.

THIS AGREEMENT IS MADE AT SYDNEY ON THE *20th* DAY OF *August* 199*2*.

Signed for and on behalf of the Public Employment Industrial Relations Authority

Signature

*C. Gormley*

Printed Name and Occupation

*C. GORMLEY*

*DIRECTOR GENERAL*

Witness

*RO MORGAN*

Signed for and on behalf of the Public Service Association of New South Wales

Signature

*J.P. Good*

Printed Name and Occupation

*J.P. GOOD, PRESIDENT*

Witness

*J. Jones*  
*18/8/92*

Signed for and on behalf of the New South Wales Public Service Professional Officers' Association

Signature

*J. Cairn*

*17/8/92*

Printed Name and Occupation

*Secretary*

*J. A. CAIRN*  


Witness

*Paul Bruce*  
*17/8/92*

**NOMINATED ORGANISATIONAL SKILLS**

"Nominated Organisational Skills" (NOS) are those skills required within the Museum to enhance the general abilities of staff, and include:

Literacy skills - ability to read & comprehend written material

Numeracy skills - ability to use basic principles of mathematics

Manual skills - skills in "hands-on" tasks

Motor skills - ability to use necessary tools, equipment, etc required to complete tasks

Oral Communication skills - ability to articulate thoughts or ideas into words

Written Communication Skills - ability to express thoughts or ideas in written form (including report writing, submissions, correspondence, text & other material)

Team Work Skills - ability to work as part of a group, to take directions and give input to the group process

Occupational Health and Safety Knowledge & Application - understanding relevant legislation and safe work practices, including identification and removal of hazards, and using this knowledge on the job.

Computing Skills - basic Dos, Basic Wordperfect, and use of Apple Mackintosh equipment and software.

On-the-job training skills - ability to impart knowledge and skills applicable on-the-job to another person, including ability to teach & gauge when knowledge & skills have been acquired

Train the Trainer skills - ability to prepare and present a structured training program, setting measurable objectives, preparing visual & written training material, & undertaking evaluation of the training

**Management & Supervision Skills:**

- Understanding of EEO principles
- Selection Techniques
- Staff appraisal
- Planning/Organising Skills
- Time Management
- Presentation skills
- Negotiating/Influencing Skills
- Stress & Change Management
- Decision Making/Problem Solving
- Leadership & Team Building skills
- Project Management

**NOMINATED EXHIBITION SKILLS**

"Nominated Exhibition Skills" (NES) are those skills required within the Museum exhibition field and acquired by all Exhibition Project Officers. Parts of certain NES skills will be acquired at different levels whilst a Project Officer is progressing through each level, with the end result that the total NES skill will be gained by the time the officer has reached the required incremental level referred to in the agreement. These skills will need to be reviewed and updated with changes in technology development. This area also includes use and maintenance of audio visual equipment and methods. NES skills include:

**Artefact Handling & Mounting** - placing objects within an exhibition, taking into account physical constraints and limitations for rare, fragile or otherwise precious artefacts. This includes object handling, other objects, or materials that it may come into contact with, lighting levels, chemical sensitivity, etc, as well as taking into account the aesthetics of the exhibition as a whole. Artefact handling skills need to be gained before mounting skills can be acquired.

**Lighting Techniques** - Balancing both the function of the exhibition and the object itself in terms of lighting levels within a particular exhibition, as well as the levels the object can take, and having regard for the aesthetic presentation of the object.

**Maintenance Operations & Management** - Foreseeing problems over time and building in solutions into the physical construction of displays, eg in the maintenance of an object considering the ease of access to it, environmental conditions, pest controls, etc, during production of the exhibition. Maintenance operations refers to the actual hands-on activities involved in maintenance (eg. signage, lighting, general repairs, etc), and these skills would be gained prior to maintenance management skills.

**Estimating and Costing** - Planning for amount of material (foam, resin, etc), equipment, staffing requirements for exhibition projects, including costing and estimating for any field trips and sub-contracting that needs to be undertaken.

**Network Planning** - Analysing and planning the multifaceted activities required to put together an exhibition from planning to construction to future maintenance, and linking these activities together in the correct sequence.

**Packing and Transport** - Planning and undertaking packing and moving either parts or whole exhibitions to other institutions, taking into account conservation issues.

**Electronics Operations & Applications** - the use and application of electronics technology to exhibitions development, including computing (advanced software applications); laser disc; videodisc; general programming.

**GENERAL FUNDAMENTAL EXHIBITION SKILLS**

"General Fundamental Exhibition Skills" (GFES) are those skills which cover the major areas of specialisation within the Exhibition division requiring a general working knowledge gained through work experience, exchange of ideas within/between project teams, and/or short-term placement in the relevant area, as well as external course work. General FES skills are acquired by all Project Officers and include:

Painting, Finishing and Woodworking - Knowledge of methods and issues relating to selection and processes

Drafting & Detailing - plan and document reading and ability to convey technical instruction

Presentation mock-ups/models - designing/build preliminary models and components used at visualisation stage of gallery projects

Plastics fabrication - knowledge of methods and issues relating to selection and processes

Metal Fabrication - knowledge of methods and issues relating to selection and processes

Exhibition component design - knowledge of methods and issues relating to graphics; showcase & furniture design; models & interactives

## SPECIFIC FUNDAMENTAL EXHIBITION SKILLS

"Specific Fundamental Exhibition Skills" (SFES) are those more specialised skills which require specialised knowledge gained through tertiary and trade courses or equivalent experience. Specific FES skills are required in one of the four components of the Division under separate categories of Fabrication and Construction; Electronics and Media; Preparation; and Design.

The skills required are:

### Fabrication and Construction

Cabinet Making - includes furniture/showcase design; K.D. techniques; Security locks and fittings; Glazing; Laminating; Lighting; Linings, mounts and props; Jig and cutters; Special detailing doors, panels etc.

General Construction - includes Set out major sites; Framing in timber and steel; Floor setting timber and sheeting; Wall sheeting gyprock, customwood, hardboard

Painting and Finishing - includes Spray enamel, lacquers, epoxy; Antique wood colouring and finishings; Wall painting; Paper hanging and special effects

Metal Fabrication - includes Welding, bending, cutting, forming; Finishing; Sheet metal

Partitions and Office Fitting - includes Fabrication walls and ceiling panels; Door fitting/sliding/suspended; Concertina moveable partitioning; Glazing and sound proofing

Floor Coverings - includes Carpet laying; Vinyl flooring; Underlay installation

Restorations - includes Investigating styles and materials; Repairing antique furniture and fittings; undertaking Upholstery, caning etc.

### Electronics and Media

Systems Design - includes Audio systems; Video systems; Multi-vision photo transparency systems; Cinematic systems; Integrated control systems; Electronic signage/displays; Interactive exhibits

Systems Manufacture & Installation - includes Electronic switching and control systems; Microprocessor controls; Installation and commissioning documentation

Program Development - includes Sound recording; Video recording; Post production; Titling; Special effects

Software Management - includes Mastering and archival transcription; Copyright and licensing; Storage systems; Transmission duplications

Event Services - includes Conference design and co-ordination; Theatre screenings; Media launch co-ordination; Social functions; Seminar services; Transcriptions

Electronic Servicing - includes Preventative maintenance; Breakdown repairs; Modification and upgrading existing hardware; Back-up system



## Preparation

Preservation Techniques - includes invertebrate; plant preservation; tanning and finishing; maceration; freezer drying; study skin preparation

Fabrication Techniques - includes thermoplastic fabrication; metal fabrication; timber fabrication; glass and ceramic

Mechanical & Animated Effects - includes moving exhibits; prototypes; timed sequences; interactive exhibits, etc.

Moulding and Casting - includes polyesters; epoxies; urethanes; silicones; fillers, plasticisers and colorants

Diorama and Foregrounding Construction & Presentation - design and construction of environments

Taxidermy - includes mounting of skins on modelled form and various other forms of presenting mammals, birds and fish skins

Biological Model Making - includes models of cells, organs, and biological systems (animals, plants, or parts thereof)

Topographical Model Making - includes 3-dimensional maps, scale models of geographical or topographical phenomena

Architectural Model Making - includes scale models of buildings & galleries

Sculpture - includes modelling and carving

Painting & Scenic art - includes murals, rock art, surfaces of rock castings, caves, etc

Fieldwork - includes flora, fauna, geological collecting, firearm handling, trapping, driving

Photography - includes environments and landscapes, etc; specimens - for reference

Replication - includes creative substitutes in a wide variety of materials of man-made artefacts, and objects from nature

Research - includes new materials, techniques and approaches, and exhibit specific research such as is used for the interpretation of scientific presentations

Chemical handling - includes safety and proper storage, shelf life, contaminants, etc

Adhesives - includes the full range specialised bonding applications for all materials used in exhibition construction

Paints, Lacquers & Coatings - includes knowledge of surface finish applications and equipment

Animal Husbandry - includes fauna maintenance as required by live exhibits

Biological Presentation - includes wetbox presentation, osteological presentation, skeletal articulation, etc

## Design

Reprographic Camera skills - line and screen work, program setting and manipulations (3-dimension work, time over-ride etc)

Layout skills - placement of text, photos and graphics &/or 3-dimensional objects to meet a design concept; as well as production of mock-ups or visuals to give a good representation of final product, & for presentation to management, etc

Paste-up/finished art skills - accurate placement of copy including registration, cut, crop & fold marking; accurate photo scaling & cropping; accurate technical pen work; colour separation & overlays; and specifications for printers

Drafting & detailing skills - preparing specifications for contractors, etc; and documentation for exhibition projects & publications

Desktop publishing skills - the production of documents using computer for layout of text, photos & graphics

Computer graphics - the production of graphics using specific computer graphic programs

Typography skills - understanding the use of faces, point size, kerning, leading, spacing, column widths & type styles, and copyfitting

Print media skills - understanding of the printing processes; knowledge of paper types, weights & surfaces for ink hold; knowledge of colours & how to achieve them using screens, pms colours & colour separation; knowledge of publication printing including pagination, photo placement, colour page placement & binding; knowledge of photo printing techniques (screens, mezzotints, duotints); knowledge of special effects such as deep etching, dye cutting, folding, embossing & gloss varnishing; knowledge of instructions for printers in all of the above; checking of printer proofs

Colour theory skills - the use of harmonies, contrasts, hues & discords to meet a concept

Illustration skills - undertaking scientific illustrations, maps, posters & publication illustrations, mock-ups, drafting & perspective illustration; and knowledge of illustration equipment (pencil, technical pen, air brush, etc)

3-dimensional display skills - knowledge of screen-printing, light box displays, exhibition lighting, large scale bromides, photo mural & mounding, directional signage in metal plastics, etc

Editing - undertaking proof reading, label writing & text concepts

Picture research - undertake research for graphic & photo requirements for exhibitions; undertake research to gain a working knowledge of exhibition or graphic design subject matter; undertake research into new exhibition techniques

## SKILLS LISTING FOR EXHIBITION PROJECT OFFICER LEVEL 2-5

NOS Skills Required

Literacy  
Numeracy  
Manual skills  
Motor skills  
Oral Communication  
Written Communication  
Team Work  
Occupational Health and Safety Knowledge & Application  
Computing  
On-the-job training

NES Skills Required

Artefact handling  
Artefact mounting  
Lighting techniques  
Maintenance operations  
Packing & transport  
Electronics operations  
Electronics Applications

GFES Skills Required

Painting and finishing  
Drafting and detailing  
Presentation mock-ups/models  
Plastics fabrication  
Metal Fabrication  
Exhibition Component Design

SFES Skills Required

Officers are required to gain skills in one of the four components of the Division under separate categories of Fabrication and Construction; Electronics and Media; Preparation; and Design, as outlined in Attachment 4.

## SKILLS LISTING EXHIBITION PROJECT OFFICER LEVEL 6-8

NOS Skills Required

All skills as listed in Attachment 5, as well as:

Train the Trainer skills  
Management & Supervision Skills:

- Understanding of EEO principles
- Staff appraisal
- Planning/Organising Skills
- Presentation skills
- Negotiating/Influencing Skills
- Stress & Change Management
- Decision Making/Problem Solving
- Leadership & Team Building skills
- Selection techniques
- Time management
- Project management

NES Skills Required

All skills as listed in Attachment 5 as well as:

- Maintenance management
- Estimating & costing
- Network Planning

GFES Skills Required

All skills as listed in Attachment 3.

SFES Skills Required

Officers are required to have a very high level of skills in one of the four components of the Division (Fabrication and Construction; Electronics and Media; Preparation; and Design), as outlined in Attachment 4.

**TRAINING ARRANGEMENTS**

As per the Training Commitment in this Agreement (Part 5.17), training shall be undertaken as follows:

Internal courses - Courses will be designed as modules, particularly for NES skills. There will be a theoretical component developed by exhibitions staff with the expertise in the area, and this material will be presented by the Museum's Training Officer. There will also be a practical component which will consist of project assignments, under supervision of the relevant exhibition staff member. Each course will have a set of instructional objectives, and staff will be required to meet set performance standards.

It is also envisaged that the senior Exhibitions staff who may be called on to present courses will undertake a modified "Train the Trainer" program to both increase their skills in training, and to meet the requirements of the Training Guarantee Legislation.

All NOS skills required in the Agreement will be covered by internal courses, which are planned for in the Museum's Staff Development Program prepared every six months by the Human Resource Manager.

There will be cases where external experts will be brought in to conduct specific training, for example in new equipment and technology, where this cannot be accommodated by Museum staff.

External courses - there are several courses that may be undertaken externally. The Museum already has contacts with the relevant institutions, including TAFE, and we will be liaising further with these bodies where the need arises for a specific course that cannot be dealt with in-house.

On the Job Training - this is an integral part of the Agreement. Many skills, particularly NES and GFES can best be learnt by direct work experience, rotation between Project Teams, participating in different kinds of projects (eg both small temporary and large semi-permanent exhibitions), and short-term placement with other staff specialists. At times, work activity and the exhibitions program may not be able to provide the range of skills needed through direct work experience. Therefore, the training will be undertaken through other means, and be included in the Museum's Staff Development Program.

The Museum's Staff Appraisal Scheme will be used as a means of planning the training that needs to be undertaken by each officer, and an individual development and training program prepared on an annual basis by the officer and supervisor, that will encompass the three different training options.