

Position Description

Position Title:	Digital Designer - Technician
Reports To:	Senior Designer
Responsible For:	N/A
Group and Team:	Community Spaces and Places – Museum and Heritage Services
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To take responsibility for designing, building, maintaining, and supporting digital and interactive exhibition systems across the temporary exhibition and long-term gallery spaces at Te Unua. Blend visual design, motion design, and technical delivery, ensuring that digital content, interactive platforms, and hardware systems are robust, engaging, accessible, and culturally appropriate.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees, such as Information Services and Marketing and Communications.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Visual, Motion and Spatial Design

- Design and produce graphic, motion, and screen-based content for exhibitions, programmes, and digital installations.
- Create motion graphics, screen layouts, and projection-ready content using Adobe Creative Cloud (After Effects, Premiere Pro, Photoshop, Illustrator).
- Format and optimise content and hardware for LED walls, touchscreens, projection systems, and multi-screen environments (using systems such as BrightSign and Raspberry Pi).
- Apply a strong understanding of spatial design principles, including sightlines, audience flow, dwell time, and physical context.
- Support and maintain the visual identity of Te Unua across digital and physical exhibition outputs.

Digital, Technical and Production Systems

- Work collaboratively with the Experience Team to plan, price, produce, install and de-install exhibitions and displays as required.
- Ensure that exhibition plans, designs and models are prepared on time.
- Work with the Museum Preparators to ensure exhibitions and displays are maintained, repaired and presented at a high standard in consultation with the wider Museum Team.
- Set up, populate, test, and maintain digital and interactive systems within exhibition spaces.
- Work with and support exhibition hardware, including:
 - Touchscreens and kiosks
 - Projection systems and projection mapping
 - LED walls and large-format digital displays
- Prepare, optimise, and manage digital assets for performance, longevity, and version control.
- Use, adapt, or support interactive platforms
- Apply basic HTML/CSS for web-based interpretive content, kiosks, or microsites.
- Apply basic UX/UI principles to ensure intuitive, audience-friendly interactive experiences.
- Assist with basic troubleshooting during installation, commissioning, and exhibition operation.
- Maintain documentation for digital systems, including setup instructions and content updates.
- Demonstrate a working understanding of AR/VR applications and their use in museum contexts.
- Work collaboratively with the Experience Team to develop policies and maintain and review procedures for exhibition installation / de-installation.

Design

- Work collaboratively with the Senior Designer and wider team in all stages of the design process for exhibitions, programmes, events, supporter engagement and other museum-related activities.
- Assist with the development of material for exhibitions, displays and public programmes, including catalogues, didactic panels, invitations, publications, signage labels, educational and promotional material.
- Assist with developing, documenting and maintaining a “house style” for all printed and electronic media in accordance with Te Unua branding guidelines.
- Assist with the creation of up-to-date and eye-catching branding material for Te Unua.
- Ensure that all design work is edited, proofread and approved by appropriate staff before publication, and is error-free.

- Support all areas of the museum by working effectively and collaboratively to create design and promotional material to support needs, including exhibitions and events.
- Maintain awareness of trends in the world of design and ensure your creative work is current and relevant.

Support Te Unua Operations

- Work with the wider museum team to maintain an understanding of the design support requirements throughout the organisation.
- Provide high-quality, timely written and verbal advice, information and functional insights and information.
- Support fundraising and partnership initiatives and activities.
- Support marketing, communications and commercial activities.
- Ensure all tasks are carried out in a safe and secure manner to comply with current legislation and best professional practice.

Regional Support

- Provide support and advice to regional museums

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Recognised tertiary qualification(s) in a relevant technical or design field.

Knowledge, Skills and Experience

Essential:

At least one year of experience in a similar role

Demonstrated experience and skills in providing creative design work that is innovative and effective.

Advanced computer software skills, particularly in Adobe Creative Suite.

Experience creating motion graphics and screen-based digital content

Technical knowledge of AV and hardware systems

Works with a high level of accuracy and attention to detail.

Ability to work collaboratively across creative, technical, and cultural disciplines.

Desirable:

Experience working within a museum or cultural heritage organisation

Previous experience in exhibition installation / de-installation

Ability to demonstrate a good understanding of the public role of a cultural facility and that all work is ultimately focused on benefiting our communities

Sound understanding of working in an organisation which supports bicultural development

Functional awareness of how the principles of the Treaty of Waitangi apply in relation to this role

Agreement

Employee

Name	Sign	Date
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Manager

Name	Sign	Date
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Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.