Museum of Australian Democracy at Old Parliament House

Housed in one of Australia’s most prominent national heritage listed buildings, the Museum of Australian Democracy (MoAD) at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

The Museum of Australian Democracy encourages applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

Eligibility

Employment with MoAD is subject to the following conditions:

- **Citizenship**
  To be eligible for employment with MoAD, applicants must be an Australian Citizen.

- **Working with Vulnerable People Registration**
  The successful applicant must secure and maintain certification within two months of commencement.

- **Security Clearance**
  The successful applicant will be required to undergo an Australian Government security clearance and maintain it at the baseline level. Further information about security clearances can be found on the Department of Defence website at [www.defence.gov.au/agsva](http://www.defence.gov.au/agsva)

Diversity and Inclusion

MoAD encourages applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have an individual requirement that needs to be accommodated in order to participate in an interview, please indicate this on your application cover sheet or advise the contact officer.
Position Details

<table>
<thead>
<tr>
<th>Reference No:</th>
<th>21127</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Learning Facilitator</td>
</tr>
<tr>
<td>Classification:</td>
<td>APS Level 3</td>
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<tr>
<td>Employment Status:</td>
<td>Ongoing</td>
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<tr>
<td>Employment Type:</td>
<td>Part-time - 55hrs per week (5.5hrs per day Monday - Friday)</td>
</tr>
<tr>
<td>Salary:</td>
<td>$57,548 (pro-rata) + 15.4% superannuation</td>
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<td>Team:</td>
<td>Learning</td>
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<tr>
<td>Security Level:</td>
<td>Baseline</td>
</tr>
<tr>
<td>Contact Officer:</td>
<td>MJ Logan 02 6270 8274</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>Midnight – Sunday 28 October 2018</td>
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</tbody>
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Section Overview

Our vision for learning is to engage Australians in the importance of getting involved – to celebrate the spirit of Australian democracy and the power of your voice within it.

Our programs provide unique and transformative learning experiences that explore what it means to be an informed and engaged citizen.

We achieve this through:

- Formal programs for schools and tertiary and teacher professional development programs; and
- Informal programs through exhibitions, youth parliaments, self-directed learning and online engagement.

The Museum delivers school programs to more than 80,000 students and teachers and is one of the mandatory Parliament and Civics Education Rebate (PACER) institutions.

Position Description

The Learning Facilitator plays a key role in meeting the museum’s dedication to high quality programs by delivering learning programs to over 80,000 students and teachers each year.

As a Learning Facilitator, you will have excellent people skills; enjoy working with a diverse team and school students of all ages; have a strong empathy for the vision and purpose of the Museum of Australian Democracy; and have a sound knowledge of Australian political history.
**Duties**

1. Present high quality museum based school programs, both individually and with co-presenters.
2. Ensure spaces used by school and community groups are made ready for use.
3. Ensure resources such as costumes and props are set up and packed up, as required.
4. Assist with development and maintenance of onsite, online and digital Learning resources.
5. Contribute to MoAD Learning by attending meetings and undertaking specific and designated administrative tasks and project work. For example, supporting Museum events, school holiday programs, bookings and Play Up exhibition space.

**Key Attributes**

- Knowledge of and interest in Australian political/social history
- Excellent communication skills (verbal, written and presentation)
- Strong interpersonal skills with the ability to build and maintain effective working relationships
- Demonstrated time management and organisation skills
- Previous experience in an education field or program presentation would be beneficial
**Employment Agreement**
All terms and conditions for employment at MoAD can be found in the *Old Parliament House 2017-2020 Enterprise Agreement*

**Your application**
Please provide a concise statement of claims of no more than two pages.

There is no selection criteria. When framing your statement, please ensure you adequately outline your relevant skills and experience against the key attributes and duties of this position.

**Application details**
Your application must include:

- A completed application cover sheet - (available on the MoAD website)
- Concise statement of claims.
- Resume outlining your career history, qualifications and contact details for at least two recent referees.

**Submission of application**
Preference for submission of applications is electronic. We will accept applications submitted by post.

✉️ recruitment@moadoph.gov.au

✉️ The Recruitment Officer
Museum of Australian Democracy at Old Parliament House
PO Box 3934
MANUKA ACT 2603

Applications will not be acknowledged upon receipt.

We will not accept applications received after the closing date, unless an agreement has been made with the contact officer.

APS 3 Learning Facilitator