



Museum of  
Australian Democracy  
Old Parliament House

**Job Title** TEMPORARY EMPLOYMENT REGISTER

**Section** Various

**Team** Various

**Job Type** Non-Ongoing (Temporary), Full-time, Part-time, Casual

**Salary** \$58,123 - \$143,454 + 15.4% superannuation  
Some positions may attract penalty rates and loading

**Classifications** APS Level, 3, APS Level 4, APS Level 5, APS Level 6,  
Executive Level 1 and Executive Level 2

**Eligibility**

- hold Australian Citizenship;
- be willing to obtain (after commencement) and maintain a security clearance at the level of baseline; and
- apply and receive prior to commencement (if required for the position) a Working with Vulnerable People card.

## About the Museum

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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.

## About the Register

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The Temporary Employment Register allows candidates to submit an expression of interest to work at MoAD in a range of positions in a non-ongoing capacity. Roles include but are not limited to working directly with visitors in the museum and PlayUp, learning programs for school children and digital engagement, heritage positions including curating, exhibitions, working with our collection and administrative positions including governance, human resources, marketing, philanthropy, finance, facilities and general administrative positions.

There is no guarantee that an offer of employment will be made while your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

Non-Ongoing (temporary) employment opportunities may be offered on a full-time, part-time or intermittent (casual) basis for a period between 4 weeks and up to 18 months.

Applications will remain on our temporary employment register to **30 June 2021**.

Your application will be automatically acknowledged. If you do not receive an automated receipt, please contact the Recruitment Officer on: 02 6270 8297

Applicants are encouraged to lodge a new application if:

- Employment and personal details change
- The registration period expires.

## **How to apply**

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To submit an Expression of Interest for the MoAD Temporary Employment Register, complete a coversheet and forward, along with a current Resume, which includes your work history and relevant training to [recruitment@moadoph.gov.au](mailto:recruitment@moadoph.gov.au)

## **Salary and Conditions**

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All terms and conditions for employment at MoAD can be found in the [Old Parliament House 2017-2020 Enterprise Agreement](#)

Some positions may include working weekends. Penalty rates will apply.

## **Enquiries**

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Enquiries about the Temporary Register can be made by:

Email: [recruitment@moadoph.gov.au](mailto:recruitment@moadoph.gov.au)

Phone: 02 6270 8297 or 02 6270 8192

## **Privacy Statement**

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MoAD collects your personal information in the application process for the purposes of assessing your suitability for registration on the MoAD Temporary Employment Register. Your personal information will be held, and may be used or disclosed, in accordance with the *Privacy Act 1988*.

MoAD has a Privacy Policy which is available at <https://www.moadoph.gov.au/about/privacy/>

The Privacy Policy explains how information is handled, how you can access your information, seek corrections to your information, if necessary, or make complaints about MoAD's information handling.