

**APPLICATION PACK**

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| **Reference No:** | 23002 |
| **Title:** | Head, Exhibitions, Interpretation & Engagement |
| **Classification:** | Executive Level 2 |
| **Employment Type:** | Ongoing |
| **Hours per week:** | 37hours 30mins (Full-Time) |
| **Section:** | Exhibitions, Interpretation & Engagement |
| **Team:** | Executive |
| **Security Requirements:** | Security Clearance – Baseline |
| **Supervisor:** | Deputy Director, Old Parliament House |
| **Open Date:** | 31 March 2021 |
| **Closing Date:** | 14 April 2021 (11:59pm) |
| **Contact Officer:** | Andrew Harper on 02 6270 8170 |

# Diversity and Inclusion

The Museum of Australian Democracy (MoAD) prides itself on promoting diversity and inclusion within the organisation, and as such encourages applications from the diverse Australian community. This includes Aboriginal and Torres Strait Islander people, people that identify as having a disability, people of all ages, people that identify as belonging to the LGBTIQ+ community and those from culturally and linguistically diverse backgrounds.

To assist in the application process we accommodate requests of reasonable adjustment for people with disabilities. 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.

# 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 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.

# Position Details

The Head Exhibitions, Interpretation and Engagement, reporting to the Deputy Director and chairing the Forward Planning Committee, will drive the Museum’s vision of ‘celebrating the stories and spirit of Australian democracy and the power of our voices within it’. They will have extensive knowledge and experience in researching, testing, and exploring ideas, with the ability to bring a unique combination of storytelling, culture, and history to bear on the museum’s exhibitions, interpretations, and engagement programs.

They will provide intellectual, creative, and practical leadership to the Exhibitions, Interpretation and Museum Engagement teams. They will have the ability to link the work of these teams to the broader ambitions of the Museum, and the drive to enhance public access, knowledge and interest through ideas and programs. They will be able to demonstrate an understanding of audience-centric practices.

The incumbent will have strong leadership skills, demonstrate flexibility, agility, and resilience, and will have experience in building successful programs and teams to achieve outcomes. They will have proven program management skills, including high-level planning and resource management experience. They will be able to build external partnerships and collaborate and negotiate with internal and external partners and stakeholders to achieve outcomes.

A comprehensive knowledge of contemporary museum practices, relating to physical and digital public facing content with a specific understanding of or experience in Australian political history, curatorship and collections would be an advantage.

# Duties

* Oversee the planning, creative input, scheduling, resourcing, and project delivery of on-site and travelling exhibitions and displays, including design and installation, and onsite and outreach events.
* Provide strategic management advice and project management expertise on the design and development of exhibitions and displays to the Exhibitions, Interpretation, and Museum Engagement teams.
* Contribute effectively as a member of the senior management team to support the strategic goals of the Museum.
* Manage communication with external consultants and stakeholders, including exhibition designers, curators, and builders, and reference and community groups.
* Develop and foster strong relationships with external stakeholders regarding the Museum’s on-site and travelling exhibitions and displays.
* Written preparation of high-level documents, creative briefs, correspondence, and reports.
* Build and develop skills and opportunities within the Exhibitions, Interpretation, and Museum Engagement teams, creating a culture of inclusion and excellence.

# Key Attributes

Our ideal candidate will have:

1. Demonstrated extensive expertise and contemporary professional practice in the Museum sector or a related field.
2. Proven experience leading, collaborating and successfully managing a diverse team of professionals to ensure quality and timely outcomes are achieved.
3. Proven ability to think strategically and innovatively to deliver quality outcomes in line with the Museum’s vision.
4. Excellent written communication, negotiation and presentation skills, with demonstrated experience in effectively representing an organisation in a range of formal and informal contexts.
5. Demonstrated program management experience, including experience successfully identifying and managing resources.
6. Demonstrated capacity to be flexible and lead change.

# Your Application

Please provide a concise statement of no more than two pages outlining your relevant skills and experience.

No selection criteria is required to be addressed, however when framing your response, please ensure you adequately address the key attributes against the position requirements.

# Application Details

Your application must include:

* A completed application cover sheet - (available on the [MoAD website](http://moadoph.gov.au/about/employment))
* Concise statement of claims
* Resume outlining your career history, qualifications, and contact details for at least two recent referees (no more than four pages)

# Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

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

**Security Clearance –** The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

# Employment Agreement

All terms and conditions for employment at MoAD can be found in our Enterprise Agreement.

# Submission

Please submit applications by the closing date and time electronically to [recruitment@moadoph.gov.au](mailto:recruitment@moadoph.gov.au)

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

Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.