**APPLICATION PACK**

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.

# **Eligibility**

Employment with MoAD 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.

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**

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| **Reference No** | 22303 |
| **Title** | Exhibitions Officer |
| **Classification** | APS Level 4 |
| **Employment Type** | Non-ongoing 6 months |
| **Hours** | Full time - 37hours 30minutes per week (Part time hours will be considered) |
| **Branch** | Exhibitions, Content and Learning |
| **Team** | Exhibitions |
| **Contact Officer** | Katrina Power on 02 6270 8175 |
| **Security Clearance** | Baseline |

**ABOUT THE POSITION**

The Exhibitions Officer will assist with the planning, development, installation, maintenance and de-installation of exhibitions (core and temporary), including furniture and lighting; supporting the travelling exhibitions program; and providing assistance to exhibition development, touring and maintenance and the delivery of community engagement programs. This position requires a creative approach, organisational skills and excellent capability in managing stakeholder relationships.

This is a full time position but applications for part time will be considered.

**DUTIES**   
Under the broad direction of the Manager, Exhibitions:

1. Manage and maintain a safe and working standard all hardware for the museum's exhibitions and outreach programs, including lighting.

2. Assist with coordination and implementation of the travelling exhibitions program.

3. Assist in the development of new exhibitions/activities including the creation of prototypes and testing ideas.

4. Advise on furniture and infrastructure needs for exhibition developments, and source and procure as required.

5. Liaise with key stakeholders in determining the installation needs of collection objects and manage contractors working on associated projects.

6. Undertake the installation and de-installation of exhibition furniture, lighting, signage and objects.

7. Provide support to other team members as required.

**SKILLS AND EXPERIENCE**

1. An understanding of museum practices and procedures and a high standard of object handling and heritage awareness.
2. Demonstrated ability to provide reliable, effective and high quality exhibitions support including assisting in the development of ideas.
3. Demonstrated ability to communicate with a range of stakeholders including museum staff, external contractors, and consultants.

**KEY ATTRIBUTES**

1. Demonstrated ability to set own priorities, work independently, monitor work progress, meet deadlines and show initiative.
2. Demonstrated ability to work collaboratively with colleagues and in a small team

# **Employment Agreement**

All terms and conditions for employment at MoAD can be found in the [*Old Parliament House 2017-2020 Enterprise Agreement*](https://moadoph.gov.au/about/employment/)

# **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 duties and key attributes this position.

# **Application details**

Your application must include:

* A completed application cover sheet - (available on the [MoAD website](https://moadoph.gov.au/about/employment/))
* 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.

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|  | [recruitment@moadoph.gov.au](mailto: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.