

**APPLICATION PACK**

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| **Reference No:** | 22402 |
| **Title:** | **Digital Producer** |
| **Classification:** | APS Level 6 |
| **Employment Type:** | Non-ongoing to 24 December 2021 |
| **Hours per week:** | Full time (37 hours 30 minutes) |
| **Salary:** | $78,116 - $89,941 + 15.4% Superannuation |
| **Section:** | Digital Engagement & I.T |
| **Team:** | Digital Engagement |
| **Security Requirements:** | Baseline Security Clearance (after commencement) |
| **Supervisor:** | EL1 – Digital Engagement & I.T |
| **Open Date:** | 22 October 2020 |
| **Closing Date:** | 5 November 2020 (11:59pm) |
| **Contact Officer:** | Marni Pilgrim on 0432 585 474 |

# 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.

# 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.

# About the Position

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| The Digital Producer will play a critical role in implementing onsite and online digital products and interpretative strategies that enhance the user experience. The Digital Producer will work with a high degree of independence to deliver integrated, meaningful digital experiences and will be responsible for ongoing user research and digital product evaluation.  The Digital Engagement Team is responsible for public-facing digital experiences onsite and online. The Team manages onsite interactive experiences, social media and the Museum’s online presence, enriching audience experiences, building communities, and improving efficiencies. Duties |

Under the broad supervision of the Manager, Digital Engagement, the Digital Producer will:

* Project manage the delivery of digital products and interpretive strategies using digital mediums that enhance the onsite and online experience. This includes user research, developing requirements and functional specifications, managing interface and experience design, content creation, and iterative development and releases.
* Design and implement cross-platform digital engagement campaigns for events and exhibitions.
* Implement quality assurance testing on digital products and campaigns to ensure they meet user needs, the requirements, KPIs, best practice and industry standards.
* Coordinate internal and external digital communities of practice in the Galleries, Libraries, Archives and Museums (GLAM) sector.
* Manage resources, contracts, budgets, schedules and priorities to deliver high quality projects and products on time and within budget, with regular status reporting to the Manager, Digital Engagement.
* Design and implement an ongoing user research program and use findings to improve team activity.
* Maintain an understanding of current digital trends, topics, and technology, and identify opportunities applicable to MoAD.
* Provide training and support to other staff members in digital technology and products, online communication and tone and voice.

# Key Attributes & Skills

Our ideal candidate will have:

* Demonstrated experience producing successful digital products for online and onsite audiences.
* Audience-focused and creative approach to digital products with proven experience creating innovative and engaging user experiences.
* Proactive attitude and good client relationship skills.
* Ability to work both independently and as part of a team to creatively solve problems and work with a high degree of flexibility.
* Exceptional project management skills with demonstrated experience delivering high quality projects on time and within budget, including managing resources, schedules, budgets, priorities and multiple projects simultaneously.
* Demonstrated high-level written and oral communication skills, including developing content for a variety of digital platforms, tender documentation and project briefs, and understanding complex technical information and translating it for non-technical audiences.
* Demonstrated high-level analytical skills and proven ability to think and act strategically to meet corporate goals.
* Experience and sound knowledge of relevant digital trends, applications and technologies.

# 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, skills and experience 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 (no more than 2 pages)
* Resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 4 pages)

# Eligibility

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

* **Citizenship –** applicants must be an Australian Citizen.
* **Security Clearance –** required to undergo and maintain a security clearance at the baseline level.

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