



## 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.

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.
- **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)
- **Working with Vulnerable People Registration**  
The successful applicant must secure and maintain certification within two months of commencement. More information about Working with Vulnerable people registrations can be found on the [Access Canberra website](http://Access Canberra website)

#### 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**

<b>Reference No:</b>	22311
<b>Title:</b>	Creative Producer – Public Programs
<b>Classification:</b>	APS Level 6
<b>Employment Status:</b>	Ongoing
<b>Employment Type:</b>	Full time (37.5hrs per week)
<b>Salary:</b>	\$73,617 – \$84,761 plus superannuation
<b>Branch:</b>	Operations and Audience Engagement
<b>Section:</b>	Heritage, Exhibitions and Engagement
<b>Team</b>	Exhibitions and Events
<b>Security Level:</b>	Baseline
<b>Contact Officer:</b>	Ms Edwina Jans on 02 6270 8234
<b>Closing Date:</b>	Midnight, Thursday 4 May 2017

## **ABOUT THE POSITION**

The Creative Producer – Public Programs has responsibility for the development, delivery and evaluation of programs and events which enrich access to the Museum's content, collection and exhibitions. Developing and maintaining strategic partnerships with relevant organisations is an important objective of this position to ensure the on-going delivery of cutting-edge and engaging content and programs for and with our audiences.

The Creative Producer – Public Programs is part of the Exhibitions and Events team in the Heritage, Exhibitions and Engagement Section and is required to work closely with other areas of the museum.



## **KEY ATTRIBUTES**

- Experience within a public program team and experience in developing innovative programs for museum audiences
- Proactive attitude and good client relationship skills are essential
- Ability to work both independently and as part of a team to creatively solve problems and work with a high degree of flexibility
- Highly developed organisational and administrative skills with demonstrated experience in project management ensuring attention to detail, while managing competing priorities and deadlines in a fast pace environment and working within budget
- Highly developed written and oral communication skills
- An interest in Australian political/social history and tertiary qualifications in education would be desirable.

## **DUTIES**

Working within the broader strategic aims of MoAD and under the broad supervision of the Manager Exhibitions and Events team, the Creative Producer will:

1. Develop and deliver a range of programs including onsite, online and outreach content, in collaboration with staff from other sections of the museum, working to engage diverse audiences including children and their families, young people, and audiences with special needs.
2. Liaise and work with external partners and consultants in the development and delivery of content and programs.
3. Manage resources, staff, budgets, schedules and priorities to deliver high quality projects that meet corporate and section objectives.
4. Develop policies, processes and standards for the creation and evaluation of content and products for young people and families.
5. Manage all work health and safety aspects of programs, including the development and review of risk assessments for public programs and events.
6. Develop and implement staff training programs, particularly for those involved in delivery of programs for young people and families.
7. Represent the Museum at appropriate conferences and meetings.



## Employment Agreement

All terms and conditions for employment at MoAD can be found in the [Old Parliament House 2011-2014 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](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.