

**APPLICATION PACK**

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| **Reference No:** | 21101 |
| **Title:** | Learning Design Producer |
| **Classification:** | APS Level 6 |
| **Employment Type:** | Non-ongoing to 30 June 2020 (with possibility of extension) |
| **Hours per week:** | Full time - 37hours 30minutes per week |
| **Section:** | Exhibitions, Research & Learning |
| **Salary:** | $78,116 - $89,941 + 15.4% superannuation |
| **Team:** | Learning |
| **Security Requirements:** | Baseline security clearance |
| **Supervisor:** | EL1 – Manager Learning |
| **Open Date:** | Tuesday 17 September 2019 |
| **Closing Date:** | 11:30pm 24 September 2019 |
| **Contact Officer:** | Deb Sulway – 02 6270 8178 |

# 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 Learning Design Producer is critical to the efficient and effective operation of high quality onsite, online and offsite learning programs at the Museum of Australian Democracy at Old Parliament House (MoAD).

This position plays a key role in coordinating and implementing the development and delivery of these highly successful programs by a high performing team of presenters in a heritage building.

This job also requires supporting professional development opportunities for teachers, tertiary students and museum colleagues; and working closely with other teams across the museum.

The Museum is open 364 days per year. After hours and weekend work may be required at times.

# Duties

Under the broad direction of the Manager of Learning:

1. Manage the coordination of daily operations including staff, bookings and operational systems to ensure the delivery of high quality on-site learning programs.
2. Manage the implementation and evaluation of onsite, online and offsite learning programs; including professional learning programs for teachers.
3. Take a leadership role in the recruitment, supervision and training/professional development of staff.
4. Contribute to the museum’s strategic direction including the development and implementation of Learning principles and policies in collaboration with the Manager of Learning.
5. Support and promote productive working relationships across all areas of the museum, including Community Learning.
6. Promote the museum and its vision to external stakeholders, including representing the museum at conferences and external meetings.

# Key Attributes

* High-level management skills to build team cohesion, supervise operations and coordinate staff training
* Demonstrated ability to develop, deliver and evaluate innovate and engaging learning programs
* Self-motivated with a proven commitment to consistently achieving results
* Demonstrated experience in liaising with internal and external stakeholders to promote and enrich cross team initiatives and the learning role of the museum
* Demonstrated knowledge and capacity to apply Work Health and Safety within a work and team environment.

Desirable

* Tertiary qualifications in Education/Australian History

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 duties of the position.

# Application details

Your application must include:

* A completed applicant detail form (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.

# 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.

# 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.

**Working with Vulnerable People Registration –** The successful applicant must secure and maintain certification within two months of commencement.

# Employment Agreement

All terms and conditions for employment at MoAD can be found in our [Enterprise Agreement.](https://www.moadoph.gov.au/about/employment/)

# Submission

Please submit applications by the closing date and time electronically to recruitment@moadoph.gov.au or by post to PO Box 3934, Manuka ACT 2603.

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