



APPLICATION PACK

Reference No:	Temporary Register – Visitor & Education Engagement
Classification:	APS Level 3
Employment Status:	Non-ongoing
Employment Type:	Irregular / Intermittent (Casual)
Team:	Various
Security Level:	Baseline
Salary:	\$59,111 salary + 25% leave loading + 15.4% superannuation Penalty rates will also apply if working after hours, weekends or public holidays

DIVERSITY AND INCLUSION

The Museum of Australian Democracy (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.

VISITOR & EDUCATION ENGAGEMENT POSITIONS

These positions work under general supervision and involve engaging with our diverse audiences in a range of ways to enhance their experience at the museum. Common requirements for these positions include good people skills and the ability to give presentations that may involve standing for long periods of time. Some of these positions involve wearing a uniform. All positions are required to support compliance with agency security and heritage requirements. Successful applicants may work in one or more of the below positions, depending on your skills and experience, and the availability of shifts

KEY ATTRIBUTES

To be successful in these positions you will be able to demonstrate or provide evidence to support your ability to:

- work effectively within a small team, share knowledge, show initiative and take responsibility for personal development;
- demonstrate excellent people skills, enjoy working with visitors of all ages and have the ability to deliver and support a range of engaging public programs;
- demonstrate strong interpersonal skills with the ability to build and maintain effective working relationships;
- be responsive and flexible in meeting changing priorities.

LEARNING FACILITATOR

The Learning team plays an important role in providing programs to over 90,000 students per year. As a member of the team, you will have excellent people skills, enjoy working with students of all ages and backgrounds, have a strong empathy for the vision and purpose of MoAD and have a sound knowledge of Australian political history and experience with working with students.

Duties

1. Present high quality education programs onsite and online;
2. Ensure learning spaces and equipment are made ready for use;
3. Assist with project work, as required;
4. Support MoAD public programs.

MUSEUM EXPERIENCE OFFICER

Museum Experience Team works with around 200,000 general visitors to the museum each year, from arrival to exit. The team manages our Receptions and the MoAD Shop, conducts tours, manages public enquiries online and onsite, and develops and supports other museum public programs including events.

Duties

1. Provide high quality interactions with museum visitors, including entry management, providing information to promote current museum programs, retail sales and handling telephone calls;
2. Deliver and support a range of museum public programs including tours, events and facilitating activities in exhibition spaces. Occasional after hours work may be required;
3. Support and provide general direction to volunteers to ensure that their role is carried out effectively and is aligned with the museum's objectives;
4. Engage in productive working relationships that add value to service delivery.

MUSEUM ENGAGEMENT FACILITATOR

The Museum Engagement Team provides award-winning experiences for visitors at MoAD. Museum Engagement Facilitators engage with adults and children to deliver a suite of informal learning experiences in a range of spaces around the museum. Families make up around one third of the museum's general visitors. Facilitators will primarily work in the *PlayUP* exhibition developing and delivering a variety of experiences for families, as well as conduct brief research and evaluation.

Duties

1. Provide high quality engagement opportunities for museum visitors including facilitating informal learning with children and adults in the PlayUP exhibition and other museum spaces;
2. Manage set up and pack down of craft activities, and room resets as required;
3. Assist with the development of new experiences including undertaking basic research and analysis.

ABOUT THE REGISTER

The Temporary Employment Register for Visitor & Education Engagement allows candidates to submit an expression of interest to work at MoAD in a non-ongoing irregular/intermittent (casual) capacity. Roles include but are not limited to:

- working with general visitors to the museum;
- deliver learning programs with students and teachers

There is no guarantee that an offer of employment will be made while your application remains on the register until 30 June 2022. You will only be contacted regarding your application if your skills and experience matches the requirements of a vacant position.

ELIGIBILITY

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

Citizenship – applicants must be an Australian Citizen.

[Security Clearance](#) – after commencement undergo and maintain a security clearance at the baseline level.

Working with [Vulnerable People \(WwVP\) Registration](#) – be able to provide a current WwVP card prior to commencement

TERMS & CONDITIONS

All terms and conditions for employment at MoAD can be found in the [Old Parliament House Enterprise Agreement](#) on our website.

ENQUIRIES

Enquiries about the temporary register can be made by contacting the Recruitment Officer

Email recruitment@moadoph.gov.au

Phone 02 6270 8297 or 02 6270 8192.

HOW TO APPLY

1. Check your eligibility
2. Complete the Application coversheet
3. Send your completed coversheet and a copy of your resume to the Recruitment Officer at recruitment@moadoph.gov.au