**APPLICATION PACK**

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| **Reference No:** | Temporary Register – Learning |
| **Title:** | Learning Casual |
| **Classification:** | APS Level 3 |
| **Employment Status:** | Non-ongoing, Irregular / Intermittent |
| **Salary:** | $54,777 (pro-rata) = $28.00 p/h + 25% loading |
| **Section:** | Content, Learning and Visitor Experience |
| **Team:** | Learning |
| **Security Level:** | Baseline |
| **Contact Officer:** | Fiona Bowen on 02 6270 8154 |

# 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

# Position Description

The Learning team plays an important role in providing programs to over 80,000 students per year. As a member of the team, you will have excellent people skills, enjoy working with diverse school students of all ages, have a strong empathy for the vision and purpose of MoAD at Old Parliament House and have a sound knowledge of Australian political history.

# Duties

Under the supervision of the Learning Coordinator (APS6):

1. Present high quality museum schools programs, both individually and with other presenters.
2. Ensure spaces used by school groups are made ready for use.
3. Ensure resources such as costumes, printed and audio visual material is set up and packed up as required.
4. Assist with maintenance of learning resources.
5. Contribute to MoAD by attending meetings and undertaking specific and agreed administrative tasks and project work.

# Your application

Your application will be placed on the Temporary Employment Register. This is a register only and not all application submitted will result in an offer of employment. Applications are considered only as vacancies arise.

# Application details

Your application must include:

* A completed application cover sheet - (available on the [MoAD website](http://moadoph.gov.au/about/employment))
* Resume outlining your career history, qualifications and including 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.

# Salary and Conditions

The performance of irregular and intermittent duties attracts a 25% loading on top of the base salary (APS3 Salary $54,777) being an hourly rate of $35.00 including the loading. The loading is in place of public holidays and all paid leave entitlements, other than long service leave.

You will accrue long service leave in accordance with the *Long Service Leave (Commonwealth Employees) Act 1976*. Loading is calculated in accordance with the base annual salary rate.

# Employment Agreement

All terms and conditions for employment at MoAD can be found in our [Enterprise Agreement](http://static.moadoph.gov.au/ophgovau/media/docs/jobs/EA-2011-14.docx)

# Submission

Please submit applications electronically to recruitment@moadoph.gov.au or post to:

The Recruitment Officer

Museum of Australian Democracy

Old Parliament House

PO Box 7088

Canberra BC ACT 2610

Applications will not be acknowledged upon receipt.