



## **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.

### **Eligibility**

Employment with MoAD is subject to the following conditions:

- **Citizenship**  
To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Working with Vulnerable People**  
The successful applicant must hold an ACT Working with Vulnerable People Card *prior* to commencement.
- **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)

### **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.

## APPLICATION PACK

<b>Reference No:</b>	21908 Temporary Register – Museum Experience Officer (MEO)
<b>Title:</b>	Museum Experience Officer (MEO)
<b>Classification:</b>	APS Level 3
<b>Employment Status:</b>	Non-ongoing
<b>Employment Type:</b>	Temporary / Intermittent
<b>Salary:</b>	\$58,123 pa + 25% loading (pro-rata)
<b>Section:</b>	People, Strategy and Museum Experience
<b>Team:</b>	Museum Experience
<b>Security Level:</b>	Baseline
<b>Contact Officer:</b>	APS 6 – Volunteer and Museum Experience Coordinator
<b>Closing Date:</b>	end of calendar year 2019

### Position Description

As a member of the Museum Experience Team (MET), you will have excellent people skills, enjoy working with a diverse public and have the ability to deliver and support a range of engaging public programs and essential services.

You will need to be committed to, and interested in, the work of the Museum of Australian Democracy, have a sound knowledge of Australian politics and history, and the cultural sector, is an advantage.

As the first point of contact to all visitors, you will be required to provide information on exhibitions, tours and events, provide cloakroom services and be responsible for the collection and receipting of public monies. You will be required to move around the public areas of the museum and deliver presentations which involve standing for long periods of time.

### Duties

*Under the general supervision of the Team Leader – Museum Experience:*

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
5. In association with other museum teams, support compliance with agency security and heritage requirements, and monitor exhibition functionality.

## **Employment Agreement**

All terms and conditions for employment at MoAD can be found in the [Old Parliament House 2017-2020 Enterprise Agreement](#)

## **Your application**

Please note that 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.

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.]