

**APPLICATION PACK**

|  |  |
| --- | --- |
| **REFERENCE NO:** | 22315 |
| **TITLE:** | Copyright & Research Coordinator |
| **CLASSIFICATION:** | APS Level 5 |
| **EMPLOYMENT TYPE:** | Ongoing |
| **HOURS PER WEEK:** | 37hours 30minutes (Full-Time) |
| **SECTION:** | Exhibitions, Interpretation & Engagement |
| **TEAM:** | Exhibitions |
| **SECURITY REQUIREMENTS:** | Baseline security clearance |
| **SUPERVISOR:** | EL1 Manager Exhibitions  |
| **OPEN DATE:** | 5 August 2021 |
| **CLOSING DATE:** | 19 August 2021 (11:59pm) |
| **CONTACT OFFICER:** | Katrina Power on 02 6270 8175 |

# Diversity and Inclusion

The Museum of Australian Democracy (MoAD) prides itself on promoting diversity and inclusion within the organisation, and as such encourages applications from the diverse Australian community. This includes Aboriginal and Torres Strait Islander people, people that identify as having a disability, people of all ages, people that identify as belonging to the LGBTIQ+ community and those from culturally and linguistically diverse backgrounds.

To assist in the application process we accommodate requests of reasonable adjustment for people with disabilities. 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.

# 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

Working within the Exhibitions team, the Copyright and Research Coordinator will coordinate the copyright and licencing of intellectual property including images, footage and sound. You will undertake research across a range of areas and contribute to the development of the Museum’s collection by assisting in the acquisition process.

# Duties

Undertake the copyright, licencing and intellectual property clearances required for collection development, exhibitions, displays and other Museum related uses.

Undertake research activities to support a range of sections within the Museum, and produce information in an accurate and timely manner.

Assist with the Museum’s collection acquisition process, including researching and writing collection proposals.

Undertake administrative activities as required, including maintaining records on the Museum’s digital asset management system (Piction), secretariat duties and finance related tasks.

# Key Attributes

* Ability to work both independently and as part of a team to problem solve, and work with a high degree of flexibility.
* Excellent communication (written and oral), presentation and interpersonal skills, including the ability to liaise with internal and external stakeholders on sensitive issues.
* Highly developed organisational and project management skills, including working with initiative to manage multiple projects, set priorities, meet deadlines and work to a budget.
* Proficiency in the use of standard ICT tools and a willingness to learn how to use new software. Basic skills in K-EMu and Piction would be an advantage but are not essential.
* An interest in Australian political and social history is highly desirable.

# Your Application

* Please provide a concise statement of no more than two pages.
* No selection criteria is required to be addressed, however when framing your response, please ensure you adequately address the key attributes against the position requirements with demonstrated examples of your relevant skills and experience.

# Application Details

Your application must include:

* A completed application cover sheet - (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

# 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.

# Employment Agreement

All terms and conditions for employment at MoAD can be found in our Enterprise Agreement.

# Submission

Please submit applications by the closing date and time electronically to recruitment@moadoph.gov.au

Your application will be automatically acknowledged. If you do not receive an automated receipt, please contact the Recruitment Officer on: 02 6270 8297

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