



Museum of Australian Democracy
at Old Parliament House

APPLICATION PACK

POSITION DETAILS	
Reference No	NP
Title	Digital Producer (Civics Information Campaign)
Classification	APS Level 6
Employment Type	Non-ongoing (to 31 December 2023)
Working Hours	Full Time
Salary	\$83,382 - \$96,004 + 15.4% Superannuation
Section	Digital Engagement and Communications
Team	Digital Engagement
Eligibility	Baseline
Contact Officer	Anna O'Leary (02) 6270 8230
Opening Date	Wednesday 13 September 2023
Closing Date	Wednesday 20 September 2023 (11:59pm)
Special Note	A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at MoAD

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.

RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position. For more information visit the [APSC website](#).

MoAD accommodates requests for reasonable adjustment for people with disabilities to participate in an interview. Including, offering onsite tours to potential employees before their interviews to gauge any possible access barriers and to comfortably see staff spaces before

committing to interview or the job position. Please indicate this in your coversheet or contact the recruitment officer on 6270 8118.

MUSEUM OF AUSTRALIAN DEMOCRACY (MoAD)

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

Reporting to the Manager, Digital Engagement, the Digital Producer (Civics Information Campaign) will play a key role in the successful delivery of the Museum's digital civics information campaign. The Digital Producer will work with a high degree of independence to plan, coordinate and implement the campaign in collaboration with internal stakeholders, suppliers and partner agencies.

The Digital Engagement Team is responsible for public-facing digital experiences onsite and online. The Team manages onsite interactive experiences, social media and the Museum's online presence, enriching audience experiences, building communities, and improving efficiencies.

DUTIES

Under limited direction, the Digital Producer will project manage all aspects of the development and delivery of the Museum's digital civics information campaign. The role will produce reporting, project updates, and support content development as required.

- Manage resources, contracts, schedules, and priorities to deliver the digital campaign elements and other Digital Engagement team projects on time, on budget and to MoAD's standards as outlined in corporate documentation.
- Initiate project planning and development, liaising with internal and external stakeholders to coordinate feedback, manage risk and navigate expectations.
- Monitor and advise on project budgets.
- Manage procurement of suppliers, coordinating with internal stakeholders to manage risk and adhere to corporate and government policy.
- Assist in onboarding suppliers and developing background materials for their work.
- Assist with critical evaluation and reporting on civics campaign projects.
- Work with a range of stakeholders including internal staff, staff from other governmental departments, external contractors, and suppliers to ensure successful delivery of digital projects and coordination with other relevant MoAD activities.

KEY ATTRIBUTES

- Demonstrated experience applying an audience-focus to campaign development and content creation to achieve communications objectives in line with corporate plan.
- Highly developed written and oral communication skills, strong editorial judgement, and the ability to work as part of a team.
- Excellent time-management skills and the ability to balance competing priorities and tight deadlines with high-level attention to detail.
- Demonstrated ability to take initiative and project manage all facets of campaign activity.
- Ability to work outside core business hours to manage and monitor social media with the support of an external supplier as required.
- Tertiary qualifications in Communications, Marketing, or a related discipline, and/or demonstrated experience in a communications role is desirable.

YOUR APPLICATION

- A completed application cover sheet (available on the [MoAD website](#))
- Please provide a concise statement of claims of no more than 2 pages. When framing your statement, please ensure you adequately demonstrate your skills, qualifications and experience against the duty statement and key attributes for this position.
- Resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 2-4 pages)

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.

SUBMISSION OF APPLICATION

Your application should be submitted by the closing date to



applications@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 8118.
- Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.