



Museum of Australian Democracy  
at Old Parliament House

## APPLICATION PACK

POSITION DETAILS	
Reference No	21105
Title	Learning Facilitator
Classification	APS Level 3
Employment Type	Ongoing
Working Hours	Full Time: 75hours per fortnight
Salary	\$62,041 – \$67,794 + 15.4% Superannuation
Section	Museum Experience, Learning and Operations
Team	Learning
Eligibility	See below
Contact Officer	Stephanie Smith on 02 6270 8154
Opening Date	Friday 15 March 2024
Closing Date	Monday 1 April 2024 (11:59pm)
Special Note	A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at MoAD

### ELIGIBILITY

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

- **Citizenship** – 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** – A current WwVP Card, or the willingness to obtain one prior to commencement.

### EMPLOYMENT AGREEMENTS

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All terms and conditions for employment at MoAD can be found in the

- [Old Parliament House Enterprise Agreement 2017 – 2020](#)
- [2023 Remuneration Determination](#)

MoAD's new Enterprise Agreement will come into effect mid-March 2024

## **DIVERSITY AND INCLUSION**

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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 8192.

## **MUSEUM OF AUSTRALIAN DEMOCRACY (MoAD)**

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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.

## **ABOUT THE POSITION**

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As a Learning Facilitator, you will have excellent people skills; enjoy working with a diverse team and with school students of all ages; have a strong empathy for the vision and purpose of MoAD (Museum of Australian Democracy); and have a sound knowledge of Australian political history and experience in museum education.

## **DUTIES**

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Under the general supervision of the Learning Supervisors, you will:

- Present engaging learning programs to school audiences - onsite, offsite and online, including digital excursions.
- Coordinate and maintain the operational aspects of these programs including costumes, props, AV, surveys and workshop materials.
- Assist with development, delivery and evaluation of onsite, online and digital Learning resources and programs.
- Contribute to MoAD more broadly by supporting events and attending mandatory training, project and staff meetings and role specific actions as required.

## **KEY ATTRIBUTES**

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- Ability to work effectively within a small team, share knowledge and show initiative.
- Basic ICT skills as a minimum, in order to use Microsoft office suites, booking and roster systems, point of sale (POS) system and operational requirement for digital programs.
- Be responsive and flexible in meeting changing priorities.
- Ability to assist with the development and delivery of engaging education programs, and hands-on experiences through public speaking, interpretation and presentation skills.
- An understanding of, and interest in Australian political/social history and Aboriginal and Torres Strait Islander history and cultures, and a willingness to continue this understanding and interest.

## APPLICATION DETAILS

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Your application must include:

- A completed application cover sheet (available on the [MoAD website](#))
- A concise statement of claims (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.

- A resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 2 pages)

## SUBMISSION OF APPLICATION

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Your application should be submitted by the closing date to:



[applications@moadoph.gov.au](mailto: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.