



Museum of Australian Democracy
at Old Parliament House

CANDIDATE PACK

POSITION DETAILS	
Position Number	21802
Title	Museum Engagement Coordinator
Classification	APS Level 5
Employment Type	Ongoing / Non-Ongoing
Working Hours	Full Time
Salary	\$80,341 - \$87,572 + 15.4% Superannuation
Section	Engagement and Exhibitions
Team	Museum Engagement
Eligibility	Australian Citizen + security clearance (after commencement) + Working with Vulnerable People
Contact Officer	Alice Ryder on 02 6270 8237
Opening Date	8 August 2024
Closing Date	21 August 2024
Special Note	<p>This is a non-ongoing role for a period of 6 months, with the possibility of extension up to 12 months.</p> <p>Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.</p>

ABOUT US

The Museum of Australian Democracy (MoAD) at Old Parliament House is located inside a heritage-listed building that was once home to Australia's Parliament (1927 to 1988).

True to our building's original brief, we provide a 'people's place', where big ideas are explored.

We share the story of Australia's democracy through exhibitions, events and education programs, as well as through our rich online collection of stories, objects and resources.

At MoAD, we celebrate the Australian democratic journey. We seek to provoke thought and inspire conversation by sharing stories and objects that played a part in shaping the nation as it is today.

Careers at MoAD are varied, from exhibition curators, heritage officers and learning facilitators, through to digital producers, finance officers and IT specialists. We're a small team, working in a dynamic environment, sharing our democratic and political history in a heritage-listed building.

MoAD is an inclusive and rewarding workplace that values the contributions of all our staff. We encourage applications from First Nations Australians, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people. We are committed to a safe and supportive workplace which includes flexible working practices.

MoAD employees are engaged under the [Australian Public Service Act 1999](#) and are subject to the terms and conditions of employment in the [OPH Enterprise Agreement 2024-27](#)

POSITION DETAILS

The Museum of Australian Democracy celebrates the stories of Australia's democracy and the power of our visitors' voices within it. The Museum Engagement Team achieves this vision through visitor-centered public programs and events (large and small scale), exhibitions, outreach and digital experiences that foster visitor participation.

Some of the Museum Engagement Team's responsibilities include the delivery of the daily PlayUP exhibition program, the development and management of participatory and engaging elements of exhibitions, and MoAD's participation in the Enlighten Festival. The team works closely with a range of stakeholders to enrich content, collections and exhibitions for diverse visitors of all ages.

The Museum Engagement Coordinator role is a community-focused role. The occupant is someone who takes initiative and works with a high degree of flexibility to manage competing and shifting priorities. The Engagement Coordinator plays a key part in developing, coordinating and delivering the team's broad scope of projects.

The role requires someone with:

- Demonstrated experience in developing, delivering and evaluating visitor-centered programs, including exhibitions, participatory activities and/or large-scale events. Experience assisting with exhibition and programming design, development, maintenance and delivery.
- A proven record of working productively with internal and external stakeholders (including contractors) to achieve strategic goals.
- Demonstrated project management skills and the ability to deliver projects in the context of competing priorities, including sound judgement in anticipating risks and/or pinch-points in projects. Ability to clearly and calmly communicate risks to the wider project team and suggest solutions to mitigate them.
- Attention to detail and ability to implement and accurately document workplace systems including financial tracking, project schedules, staff rosters, procurement and risk assessments.
- High self-motivation and works with flexibility.
- Strong communication (written and oral), presentation and interpersonal skills, including the ability to liaise with others with differing perspectives, values or priorities to their own. Someone who discusses issues credibly and thoughtfully.

After-hours and weekend work may be required depending on the project. Weekend penalties or time off in lieu will apply.

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DUTIES

Under the direction of the Manager, Museum Engagement, the Museum Engagement Coordinator will be required to:

- Assist with the collaborative development and delivery of a wide range of programs – including onsite, online and outreach programs – that engage diverse audiences. This includes contributing to the development of event run sheets, staff rosters, manuals and risk assessments to help ensure the efficient and effective operation of projects.
- Support the delivery of exhibition projects and public programs, through project management, tracking program assets, scheduling, monitoring budgets, assisting with procurement and contract management, liaising with diverse stakeholders, and contributing to project evaluation.
- Ensure implementation of Work Health and Safety (WHS) and Workplace Diversity related to exhibition and event delivery.
- Operate in a participative and consultative work environment.

OUR IDEAL CANDIDATE

Our ideal candidate is someone with the following attributes:

- Demonstrated experience developing innovative programs for diverse audiences.
- Ability to work collaboratively across teams and successfully liaise with stakeholders to achieve strategic outcomes.
- Ability to work both independently and as part of a team to creatively solve problems and work with a high degree of flexibility, especially during peak periods.
- Proven project management skills are essential, including working with initiative to manage multiple projects with competing priorities and deadlines in a fast-paced environment.
- Attention to detail and experience in organisational systems and principles including procurement, financial management, project planning, and risk management.

YOUR APPLICATION

- 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, experience and capabilities.
- Resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 4 pages)
- A coversheet from the [MoAD Website](#)

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 obtain and maintain a security clearance at the baseline level.
- **Working with Vulnerable People (WwVP)** – The successful applicant will be required to have at the time of commencement, a current WwVP registration.

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 8192 or 02 6270 8235
- Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.
- 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 02 6270 8192 or 02 6270 8235.