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**CANDIDATE PACK**

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| **POSITION DETAILS** | |
| **Position Number** | 22325 |
| **Title** | Event AV & Multimedia Technician |
| **Classification** | APS Level 5 |
| **Employment Type** | Ongoing |
| **Working Hours** | 37 hours 30 minutes (Full-time) |
| **Salary** | $80,341 - $87,572 + 15.4% Superannuation |
| **Section** | Exhibitions, Interpretation, Engagement & Curatorial |
| **Team** | Exhibitions |
| **Eligibility** | Australian Citizen + security clearance (after commencement) + WWVP |
| **Contact Officer** | Hollie Barclay - 02 6270 8210 |
| **Opening Date** | Monday 11 November 2024 |
| **Closing Date** | Sunday 24 November 2024 (11:59pm) |
| **Special Note** | 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. |

**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](https://www.legislation.gov.au/C2004A00538/latest/text) and are subject to the terms and conditions of employment in the [OPH](https://moadoph.gov.au/sites/default/files/2024-04/oph-enterprise-agreement-2024-2027.pdf) Enterprise Agreement 2024-27

**POSITION DETAILS**

MoAD’s Exhibitions team collaborates across the organisation to create engaging displays that educate and inspire visitors. They work with specialist curatorial, engagement, and interpretation teams, managing exhibitions from inception to public opening. Additionally, they oversee exhibition infrastructure, including the audio-visual capabilities of MoAD’s event spaces.

Working alongside the broader MoAD and Exhibitions team, the Event AV & Multimedia Technician is responsible for setting up, operating, and maintaining audio-visual equipment for various onsite events. This includes for onsite activities, public programs, corporate clients, and an onsite contracted catering provider. This role involves working with a range of roaming and inbuilt AV equipment such as microphones, projectors, video cameras, sound systems, lighting, computers, and live streaming equipment to ensure seamless event execution.

The Technician must have strong technical skills, attention to detail, and the ability to work under pressure. Excellent communication and problem-solving abilities are also essential, as the role often involves interacting with clients and addressing their needs promptly. The role collaborates with and is supported by broader MoAD teams and external contractors during peak event periods.

Due to the sporadic nature of events requiring AV support, applicants must have the flexibility to work weekends and evenings (sometimes at short notice). Flexible hours and overtime are frequent requirements of the position. More information about overtime allowances can be found in the Old Parliament House Enterprise Agreement.

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. With applicants’ agreement their application and assessment results may be shared with other Australian Public Service (APS) agencies looking to fill similar roles.

**ROLE RESPONSIBILITIES and DUTIES**

Under the direction of the Senior Exhibitions Coordinator the Event AV & Multimedia Technician will be required to deliver the key duties:

* **Equipment Setup and Operation:** Setting up AV equipment according to event requirements, ensuring all devices are functioning correctly, and operating them during the event.
* **Troubleshooting:** Quickly identifying and resolving any technical issues that arise during events to minimise disruptions.
* **Coordination:** Collaborating with event organisers, speakers, and performers to understand their AV needs and ensure all requirements are met.
* **Maintenance:** Regularly inspecting and maintaining AV equipment to ensure it is in good working condition and ready for use.
* **Technical Support:** Providing on-site technical support and guidance to clients and staff in the lead up and during events.
* **Administration**: Managing inventory, scheduling equipment usage, maintaining records of equipment maintenance and repairs, and capturing event data around AV use for analysis and reporting.
* **Management of contractors:** In collaboration with the Senior Exhibitions Coordinator, work with external vendors and contractors to arrange additional event support as needed, develop rosters for external staff, and supervise their work to ensure it meets event standards and heritage building requirements.
* Other duties as assigned.

**KEY ATTRIBUTES**

Our ideal candidate will possess a blend of technical expertise, problem-solving skills, and strong interpersonal abilities. They will be:

* **Technically proficient:** Expert in AV equipment with a solid background in operational event delivery.
* **Event experience**: Experienced in providing high-quality support throughout all event stages within a cultural institution or other setting.
* **Problem-solver:** Resolves technical issues efficiently to ensure smooth event experiences and proactively seeks solutions to enhance event quality on behalf of the museum.
* **Adaptable**: Flexibility to adapt to changing event requirements and schedules, including a keen eye for detail to identify and resolve potential problems before they escalate.
* **Collaborative team player:** Skilled in working within a small team, approachable, and able to offer clear and helpful advice on event AV requirements.
* **Strong communicator:** Able to interact with a diverse range of stakeholders, including museum staff, external clients, and contractors.
* **Self-managed**: Capable of setting priorities, working independently, monitoring progress, meeting deadlines, and showing initiative.

**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](https://www.moadoph.gov.au/about/careers)

**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.
* **Working with Vulnerable People** check

**SUBMISSION OF APPLICATION**

Your application should be submitted by the closing date to

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| Icon  Description automatically generated | [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 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](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability).
* 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.