

**CANDIDATE PACK**

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| **POSITION DETAILS** |
| **Reference No** | 23020 |
| **Title** | Head, Exhibitions and Engagement |
| **Classification** | Executive Level 2 |
| **Employment Type** | Ongoing/Non-Ongoing |
| **Working Hours** | Full Time – 75hours per fortnight |
| **Salary**  | $135,546 – $159,250 + 15.4% superannuationNote: Salary range will increase to $140,697 - $165,302 effective 13 March 2025 as per the EA.  |
| **Section** | Exhibitions and Engagement |
| **Team** | Exhibitions and Engagement |
| **Eligibility** | Australian Citizen + security clearance (after commencement)  |
| **Contact Officer** | Andrew Harper, Deputy Director – 02 6270 8170 |
| **Opening Date** | Tuesday, 4 February 2025 |
| **Closing Date** | Monday, 17 February 2025 (11:59pm) |
| **Special Note** | **This is an ongoing opportunity.**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 Enterprise Agreem](https://moadoph.gov.au/sites/default/files/2024-04/oph-enterprise-agreement-2024-2027.pdf)ent 2024-27

**POSITION DETAILS**

The Head – Exhibitions and Engagement plays a key role in MoAD’s Senior Management Group (SMG) supporting the Director and Deputy Director, and Board to deliver the Museum’s vision and the key tenets of the Strategic and Corporate Plans.

The successful candidate will have extensive experience in the development and delivery of exhibitions, programs and events with an audience-centric focus. In particular they will possess extensive experience in regard to development and delivery of permanent, temporary and travelling exhibitions; engagement-driven programs and experiences, for all age groups; experience in creative development and delivery of major engagement events; and experience in digital outreach and engagement that fosters visitor participation. Further, they will understand the importance of objects, heritage and place as a way of engaging with audiences in regard to Australian parliamentary, democratic and social history.

The incumbent will have strong strategic planning and leadership skills and demonstrate flexibility, agility and resilience. They will have proven program management skills, procurement and resource management experience. They will be able to build and sustain external partnerships and collaborate and negotiate with internal and external stakeholders to achieve outcomes.

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.

**DUTIES**

* Oversee the planning, creative input, scheduling, resourcing, and project delivery of on-site and travelling exhibitions and displays, including design and installation, and onsite and outreach events.
* Provide strategic management advice and project management expertise on the design and development of exhibitions and displays to the Exhibitions and Museum Engagement teams.
* Contribute effectively as a member of the senior management team to support the strategic goals of the Museum.
* Manage communication with external consultants and stakeholders, including exhibition designers, curators, and builders, and reference and community groups.
* Develop and foster strong relationships with external stakeholders regarding the Museum’s on-site and travelling exhibitions and displays.
* Written preparation of high-level documents, creative briefs, correspondence, and reports.
* Build and develop skills and opportunities within the Exhibitions and Museum Engagement teams, creating a culture of inclusion and excellence.

**KEY SKILLS AND ATTRIBUTES**

Our ideal candidate will have:

* Demonstrated experience in exhibition development and delivery of onsite and travelling exhibitions, audience-focused public programs and major events which meet the Museum’s vision and strategic priorities.
* Demonstrated extensive experience in project management including scheduling, resourcing, procurement and project delivery, on time and within budget.
* Appreciation of Australia’s democratic, social and parliamentary history, and relevant experience in developing engagement programs within a heritage-listed building.
* Proven experience leading teams which foster collaboration, inclusion, creativity, and a culture of excellence to ensure quality and timely outcomes are achieved.
* Excellent written communication, negotiation, and presentation skills, with demonstrated experience in effectively representing an organisation in a range of formal and informal contexts.

**YOUR APPLICATION**

* Please provide a concise statement of claims of no more than 2 pages.
* When framing your statement, please ensure you adequately outline your relevant skills and experience against the key attributes.
* Resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 4 pages)
* MoAD Application coversheet

**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.

**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 |

* 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.