



Museum of Australian Democracy
at Old Parliament House

CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	22316
TITLE	Exhibition & Workshop Coordinator
CLASSIFICATION	APS5
EMPLOYMENT TYPE	Ongoing
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	On-site
SALARY	\$84,229 to \$91,808 pa + 15.4% Superannuation
SECTION	Exhibitions & Engagement
TEAM	Exhibitions
ELIGIBILITY	<ul style="list-style-type: none">• Australian Citizenship• Security Clearance (after commencement)• Working with Vulnerable People Card (WWVP)
CONTACT OFFICER	Shannon Cook on 02 6270 8261
OPENING DATE	Tuesday 22 April 2025
CLOSING DATE	Monday 5 May 2025 (11:59pm)
SPECIAL NOTE	<p>This is an ongoing opportunity</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.</p> <p>Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.</p>
RECRUITABILITY	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 .

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 human resource officers, exhibition curators, heritage officers and learning facilitators, to digital producers, finance officers and IT specialists. We are a small agency, 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 [Public Service Act 1999](#) and are subject to the terms and conditions of employment in the [OPH Enterprise Agreement 2024-2027](#).

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 ensuring each space enhances the overall museum experience.

Working alongside the broader MoAD and Exhibitions team the Exhibition & Workshop Coordinator is responsible for installing, maintaining, and de-installing exhibitions, including supporting travelling exhibitions. This includes working across a heritage building to ensure seamless exhibition experiences for visitors. The role manages an onsite workshop on behalf of the Museum, supervises the day-to-day tasks of an APS4 Exhibition Technician, and is the first point of contact for on-site technical support. The coordinator oversees the procurement, storage, and maintenance of exhibition tools, equipment, and hardware. They will be skilled in producing high-quality exhibition materials and joinery, ensuring alignment with MoAD's creative and versatile environment.

The coordinator must have strong proficiency in handling exhibition changeovers, audiovisual (AV) equipment, lighting systems, and other exhibition collateral including furniture. Excellent communication and problem-solving abilities are also essential as the role frequently involves interacting with broader MoAD teams and addressing their needs promptly. This role is supported by the wider Exhibition team and external contractors during peak periods.

Due to the sporadic nature of exhibitions around install, deinstall, changeovers, and maintenance, applicants must have the flexibility to work weekends and evenings (sometimes at short notice). Flexible hours and overtime are periodic requirements of the position. More information about overtime allowances can be found in the Old Parliament House Enterprise Agreement.

ROLE RESPONSIBILITIES and DUTIES

Under the direction of the Senior Exhibitions Coordinator the Exhibitions & Workshop Coordinator will be required to deliver the key duties:

- **Installation and Deinstall:** Coordinating with other teams, set up and take down exhibition displays, ensuring all components are securely and correctly assembled in a prompt and efficient manner.
- **Technical Support:** Provide technical support for exhibition AV equipment, lighting, and interactive displays – including troubleshooting any issues that arise within the exhibition. This includes the ability to design and fabricate exhibition joinery and mounts.
- **Maintenance:** Regularly inspect and maintain exhibition equipment and displays to ensure they are in good working condition, performing repairs or resets as needed.
- **Safety Compliance:** Ensure all installations follow safety regulations and standards, including conducting risk assessments and implementing safety measures to protect visitors and staff.
- **Workshop Management & Machinery Operation:** Maintain an organised and safe workshop, ensuring regular servicing of tools and equipment. Demonstrate proficiency in using power tools and machinery as part of daily tasks. An ideal candidate holds appropriate licences and certifications, including:
 - Work Health and Safety General Construction Induction (White Card training)
 - Silica Awareness training
 - Elevated Work Platform (EWP) licence
- **Collaboration:** Work closely with curators, designers, and other stakeholders to understand the technical requirements of the exhibition and collaborate effectively with them to deliver projects.
- **Administration:** Keep detailed records of installation processes, equipment inventory, exhibition fault logs, and maintenance activities. Work within organisational finance processes and government procurement processes.
- **Industry Awareness:** Stay updated with the latest technologies and trends in exhibition design and implementation. Suggest and implement innovative solutions to improve exhibition quality and visitor engagement.
- Other duties as assigned.

OUR IDEAL CANDIDATE

Our ideal candidate will have a blend of technical expertise, problem-solving skills, and physical fitness due to the demands of the role. They will be/have:

- **Technically proficiency:** Strong understanding of exhibition installation, fabrication, maintenance, and deinstallation, including of lighting systems, exhibition furniture, framing, signage, and AV equipment.
- **Museum experience:** Understanding of museum practices and procedures and awareness of collection object displays within a heritage setting.
- **Problem-solver:** Quick thinking and resourceful when addressing unexpected challenges during routine work.
- **Adaptable:** Flexibility to adapt to changing exhibition 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 exhibition infrastructure.
- **Strong communicator:** Able to communicate with and support 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.
- **Physical stamina:** Capable of handling the physical demands of setting up and deinstalling exhibitions, including lifting and moving heavy equipment safely.
- Experience in basic 3D modelling programs (e.g., Sketchup) is highly desirable.

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).
- coversheet from the [MoAD 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 cover sheet or contact the recruitment officer on 02 6270 8192 or 02 6270 8235.

ELIGIBILITY

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

SUBMISSION OF APPLICATION

Your application should be submitted by the closing date to applications@moadoph.gov.au

For noting:

- Your application will be automatically acknowledged. If you do not receive an automated receipt, please contact 02 6270 8192 or 02 6270 8235 or email recruitment@moadoph.gov.au
- Applications received after closing will not be accepted unless a prior arrangement has been made with the contact officer