



Museum of Australian Democracy
at Old Parliament House

CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	23002
TITLE	Head, Interpretation and Curatorial
CLASSIFICATION	Executive Level 2
EMPLOYMENT TYPE	Ongoing
WORKING HOURS	Full time
OFFICE ARRANGEMENT	Flexible
SALARY	\$140,697 to \$165,302 pa + 15.4% Superannuation
SECTION	Interpretation and Curatorial
ELIGIBILITY	<ul style="list-style-type: none">• Australian Citizenship• Security Clearance (after commencement)
CONTACT OFFICER	Andrew Harper on 02 6270 8170
OPENING DATE	Tuesday 22 April 2025
CLOSING DATE	Monday 5 May 2025 (11:59pm)
SPECIAL NOTE	<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	<p>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.</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 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

The Head - Interpretation and Curatorial plays a key role in MoAD's Senior Management Group (SMG) supporting the Director and Deputy Director. With other managers in the SMG, you will drive the Museum's vision and the key tenets of the Strategic and Corporate Plans. The position provides strategic, intellectual, creative, and practical leadership to the Interpretation and Content Development and Curatorial, Research and Collections Development teams.

The incumbent will have extensive experience in the development and delivery of programs with an audience-centric focus. You will possess a deep understanding of the value of museum collections, exhibitions, and heritage interpretation as a vehicle for engagement with Australian history and contemporary society. Further, you will understand the importance of objects and place as a way of engaging with Australian and parliamentary history and democratic values and will apply that understanding in their role as chair of the Museum's Acquisitions Committee.

You will have strong strategic planning and leadership skills and demonstrate flexibility, agility and resilience. You will have experience in building successful programs and teams to achieve outcomes and have proven program management skills, including high-level planning and resource management experience. You will be able to build and sustain external partnerships and collaborate and negotiate with internal and external stakeholders to achieve outcomes.

ROLE RESPONSIBILITIES and DUTIES

- Oversee the planning, creative input, scheduling, resourcing, and project delivery of on-site and travelling exhibition content.
- Provide strategic management advice on the development of exhibitions, interpretive displays, and other content products to the Interpretation and Curatorial teams.
- Contribute effectively as a member of the senior management team to support the strategic goals of the Museum.
- Work collaboratively across the Museum to ensure subject matter expertise informs the development and delivery of MoAD products including content for the web, social media and digital interactives, public programs and events.
- Manage communication with external consultants and stakeholders, including curators, content contributors, and reference and community groups.
- Develop and foster strong relationships with external stakeholders regarding the Museum's on-site and travelling exhibitions and displays.
- Prepare high-level written documents, creative briefs, correspondence, and reports.
- Build and develop skills and opportunities within the Interpretation and Curatorial teams, creating a culture of inclusion and excellence.

OUR IDEAL CANDIDATE

Our ideal candidate will have:

1. Demonstrated extensive expertise and contemporary professional practice relevant to the role
2. Proven experience leading and managing a diverse team of professionals and collaborating across the organisation to ensure quality and timely outcomes are achieved.
3. Proven ability to think strategically and innovatively to contribute as part of the senior management group of the organisation and deliver quality outcomes.
4. Excellent written communication, negotiation and stakeholder engagement skills, with demonstrated experience in effectively representing the organisation in a range of contexts.
5. Demonstrated program management experience, including experience successfully identifying and managing resources.

YOUR APPLICATION

Please provide a:

- concise statement of claims of no more than two 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), and
- 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