



Museum of Australian Democracy  
at Old Parliament House

## CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	21820
TITLE	Senior Engagement Coordinator
CLASSIFICATION	APS 6
EMPLOYMENT TYPE	Non-Ongoing
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	<b>On-site</b> While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and within operational requirements of the role
SALARY	\$94,563 - \$105,910 pa; plus 15.4% superannuation
SECTION	Exhibitions, Interpretation, Engagement and Curatorial
TEAM	Museum Engagement
ELIGIBILITY	<ul style="list-style-type: none"><li>• Australian Citizenship</li><li>• Baseline Security Clearance (after commencement)</li><li>• Working with Vulnerable People registration</li></ul>
CONTACT OFFICER	Siobhan O'Connor on (02) 6270 8243 or Siobhan.oconnor@moadoph.gov.au
OPENING DATE	20 June 2025
CLOSING DATE	Thursday 3 July 2025 11:59PM
SPECIAL NOTE	<b>Non-Ongoing for six months with possibility of extension, and/or Ongoing</b>  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.
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 <a href="#">APSC website</a> .

## 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 Museum Engagement Team develops and delivers visitor-centered public programs and events (large and small scale), engagement-driven exhibition experiences, in-person and digital outreach that fosters visitor participation and social cohesion.

The Senior Engagement Coordinator will play a key role in managing the development and delivery of a suite of programming and exhibition experiences.

Reporting to the Manager Engagement, the role will supervise a small team and work regularly with other teams across the museum, focusing on the development and delivery of the Engagement Team's broad scope of projects. This includes large, medium and small-scale programming for visitors of all ages and the development of temporary exhibitions, engagement activities, public programming for school holidays and travelling exhibitions, and daily facilitated programming. This also includes participation in development, delivery and management of engagement experiences within the museum's long-term exhibitions as required.

## **ROLE RESPONSIBILITIES and DUTIES**

- Identify program opportunities and allocate appropriate budget and staffing resources.
- Collaborate with your small team to develop and deliver a wide range of programs – onsite, online and outreach programs – to engage diverse audiences. This includes supervising, coordinating and motivating junior staff, liaising across teams and with external community groups and suppliers.
- Supervise a small team in the project management of all phases of development and delivery for a range of programming and visitor experiences the Engagement Team delivers. This includes large-scale events and daily facilitated programming from conception stage through to evaluation/wrap-up.
- Undertake program evaluation and visitor feedback to critically assess our programs with the aim to improve and continue to meet visitor needs using museum best practice.
- Implement Work Health and Safety (WHS) and Workplace Diversity related to program delivery. Operate in a participative and consultative work environment.
- After-hours and weekend work may be required depending on the project. Weekend penalties or time off in lieu will apply.

## **OUR IDEAL CANDIDATE**

To be successful for this role you will need to demonstrate:

- Demonstrated knowledge and application of museum processes and procedures, including current trends and best practice in visitor engagement.
- Demonstrated experience developing, delivering and evaluating a range of visitor-centered programs, including exhibitions, participatory activities and large-scale events.
- Ability to work both independently and as part of a team to creatively solve problems and work with a high degree of flexibility
- Excellent communication (written and oral), presentation and interpersonal skills, including
  - the ability to liaise with others on sensitive issues
- Highly developed organisational and project management skills, including working with initiative to manage multiple projects, set priorities, meet deadlines and work to a budget
- Attention to detail and ability to implement and accurately document workplace systems including financial tracking, project schedules, staff rosters, procurement, and risk assessments.
- Experience using the Commonwealth Contracting Suite and negotiating and maintaining effective contracts 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)
- Working with Vulnerable People – Current WwVP card
- 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](mailto: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](mailto:recruitment@moadoph.gov.au)
- Applications received after closing will not be accepted unless a prior arrangement has been made with the contact officer