**CANDIDATE PACK**

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| **POSITION DETAILS** |
| **REFERENCE NO** | 22303 |
| **TITLE** | Exhibition Officer |
| **CLASSIFICATION** | APS4 |
| **EMPLOYMENT TYPE** | Non-ongoing |
| **WORKING HOURS** | Full-time  |
| **OFFICE ARRANGEMENT** | On-site or Hybrid with work from home considered  |
| **SALARY**  | $75,385 - $81,775 pa + 15.4% Superannuation |
| **SECTION** | Exhibitions & Engagement |
| **TEAM** | Exhibitions |
| **ELIGIBILITY** | * Australian Citizenship
* Security Clearance (after commencement)
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| **CONTACT OFFICER** | Hollie Barclay, Hollie.barclay@moadoph.gov.au(02) 6270 8210 |
| **OPENING DATE** |  Thursday, 24 July 2025 |
| **CLOSING DATE** |  Thursday, 7 August 2025 11:59pm |
| **SPECIAL NOTE** | This is a non-ongoing opportunity until 30 June 2026.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 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’s commitment to reconciliation is expressed in the [MoAD Reconciliation Action Plan 2023-25](https://www.moadoph.gov.au/sites/default/files/2023-06/MoAD%20INNOVATE%20RAP_2023.pdf).

MoAD employees are engaged under the [*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**ent 2024-2027*](https://moadoph.gov.au/sites/default/files/2024-04/oph-enterprise-agreement-2024-2027.pdf)*.*

**POSITION DETAILS**

The Museum of Australian Democracy’s (MoAD) Exhibitions team works collaboratively across the organisation to develop engaging, educational, and inspiring displays. The team partners with curatorial, engagement, and interpretation specialists to manage exhibitions from concept through to public presentation. A key component of this work includes delivering MoAD’s national travelling exhibition program, which extends the museum’s reach and impact across Australia.

The Exhibition Officer plays a vital role in supporting the delivery of MoAD’s travelling exhibitions, including the flagship *Behind the Lines* exhibition. Working closely with the broader Exhibitions team and other internal stakeholders, the Exhibition Officer provides essential administrative and operational support to ensure the smooth coordination and delivery of touring programs.

Key responsibilities include researching and confirming host venues, maintaining strong relationships with venue partners, and acting as the first point of contact during display periods. The role also supports the development of touring documentation such as manuals and installation guides, coordinates logistics and travel arrangements for museum staff, and assists with the preparation of venue reports and monthly visitation data. Additionally, the Exhibition Officer helps organise meetings and communications with both internal teams and external stakeholders.

This position is based at the Museum of Australian Democracy at Old Parliament House in Canberra. While it supports the travelling exhibition program, regular travel is not a requirement of the role.

**ROLE RESPONSIBILITIES and DUTIES**

Under the supervision of the Senior Exhibition and Travelling Exhibitions (TravEX) Coordinator, the APS4 Exhibition Officer will:

* Assist in the preparation and coordination of key documentation for travelling exhibitions, including itineraries, project schedules, loan agreements, contracts, inventory lists, installation manuals, evaluation reports, and promotional materials.
* Support the safe and efficient transportation of exhibitions, ensuring all handling, packing, and transit procedures comply with museum standards and best practices.
* Monitor and track project expenditures to ensure exhibition deliverables are completed within approved budgets – work with external providers to obtain quotes for freight and other requirements.
* Liaise with venues to obtain feedback, evaluation reports, and maintain monthly visitation data which contributes to internal reports and grant applications.
* Liaise with internal and external stakeholders including artists, curators, designers, fabricators, and venues to support the successful planning and delivery of exhibitions.
* Identify and assist in resolving logistical challenges related to transport, installation, and venue-specific requirements.
* Maintain and update databases, ensuring accurate and up-to-date records of artworks, exhibition components, and venue information.

**OUR IDEAL CANDIDATE**

To be successful for this role you will need:

* Experience in a comparable role within the arts, cultural, or museum sector, with a focus on exhibitions or touring programs.
* Strong organisational and record-keeping skills, with the ability to research, plan, negotiate, and deliver exhibitions across multiple venues.
* Well-developed written and verbal communication skills, with the ability to engage confidently and professionally with a broad range of stakeholders including artists, contractors, curators, lenders, and venue staff.
* Demonstrated ability to build and maintain effective working relationships with host venues, contractors, and internal teams.
* Sound knowledge of exhibition design, installation processes, risk assessment procedures, and logistical planning for touring exhibitions.
* High attention to detail, particularly in managing documentation, maintaining accurate records, and monitoring budgets.
* Proven adaptability and problem-solving skills, with the capacity to respond to changing circumstances and resolve logistical challenges.
* Cultural awareness and sensitivity, with an appreciation for diverse artistic practices and inclusive community engagement.

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

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 8235 or 02 6270 8127.

**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 8235 or 02 6270 8127 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