**CANDIDATE PACK**

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| **POSITION DETAILS** | |
| **REFERENCE NO** | 22309 |
| **TITLE** | Exhibition Technician |
| **CLASSIFICATION** | APS4 |
| **EMPLOYMENT TYPE** | Ongoing |
| **WORKING HOURS** | Full-time |
| **OFFICE ARRANGEMENT** | On-site |
| **SALARY** | $75,385 - $81,775 pa + 15.4% Superannuation |
| **SECTION** | Exhibitions & Engagement |
| **TEAM** | Exhibitions |
| **ELIGIBILITY** | * Australian Citizenship * Security Clearance (after commencement) |
| **CONTACT OFFICER** | Oliver McClenahan-Brown,  [Oliver.McClenahan-Brown@moadoph.gov.au](mailto:Oliver.McClenahan-Brown@moadoph.gov.au)  (02) 6270 8153 |
| **OPENING DATE** | Thursday, 24 July 2025 |
| **CLOSING DATE** | Thursday, 7 August 2025 11:59pm |
| **SPECIAL NOTE** | 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 Exhibitions team at MoAD collaborates across the organisation to create engaging displays that educate and inspire visitors. They work with specialist curatorial, engagement, and interpretation teams, supporting exhibitions from inception to public opening. Additionally, they maintain exhibition infrastructure ensuring each space enhances the overall museum experience.

Working alongside the broader MoAD and Exhibitions team the Exhibition Technician is the first point of contact for on-site technical support. They support the installation, maintenance, and de-install of exhibitions, both core and temporary, including servicing travelling exhibitions which have returned to Canberra. This includes working across a heritage building to ensure seamless exhibition experiences for visitors.

The technician must have a good understanding of exhibition changeovers, basic audiovisual (AV) equipment, exhibition lighting, signage & wayfinding, and other exhibition collateral. Working in conjunction with the Workshop Coordinator and following existing procedures, this technician will need strong practical skills to fabricate, install, and repair a broad range of exhibition components. Effective communication and problem-solving abilities are essential as this role frequently involves interacting with broader MoAD teams and addressing their needs promptly. This role is supported by the wider Exhibition team 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 Exhibition Coordinator and Exhibition & Workshop Coordinator this role will be required to deliver the key duties:

* **Technical Support**: Provide technical support for exhibition changeovers, hardware, AV equipment, and lighting – including being the first point of call for any issues that arise within exhibitions.
* **Maintenance**: Undertake daily routine checks to inspect and maintain exhibition equipment and displays to ensure they are in good working condition, performing repairs or resets as needed.
* **Installation and Deinstall**: Coordinating with other teams for the set up and take down exhibition displays.
* **Safety Compliance**: Supported by the Exhibition & Workshop Coordinator, ensure all installations follow safety regulations and standards.
* **Tool/ Machinery Proficiency:** Demonstrate proficiency in using power tools and machinery as part of daily tasks. Ideal Candidates will hold appropriate licences and certifications, including:
  + Work Health and Safety General Construction Induction (White Card training)
  + Silica Awareness
  + Elevated Work Platform (EWP) licence
  + Desirable: trade certificate in carpentry, joinery, cabinet making, or other relevant certification
* **Collaboration:** Work with exhibition coordinators, curators, designers, and other stakeholders to understand the technical requirements of exhibitions and collaborate with them to deliver projects.
* **Administration:** Using an internal ticketing system, respond to logged jobs from across the museum. Work within organisational finance processes to source and purchase materials as needed.
* 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:** Good understanding of exhibition maintenance, lighting, exhibition joinery, signage, and AV equipment.Proficiency in the use of standard ICT tools and the ability and willingness to learn new software.
* **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.
* **Collaborative:** Able to work within a small team, approachable, and able to offer clear and helpful advice on exhibition needs to other stakeholders.
* **Self-managed**: Capable of setting priorities, working independently, following procurement and administrative processes, 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 and material safely.

**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](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 8235 or 02 6270 8127 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