**CANDIDATE PACK**

|  |  |
| --- | --- |
|  | |
| **POSITION DETAILS** | |
| **REFERENCE NO** | New Position |
| **TITLE** | Senior Curator – Centenary Projects |
| **CLASSIFICATION** | Executive Level 1 |
| **EMPLOYMENT TYPE** | Non-Ongoing Specified Task |
| **WORKING HOURS** | Full-time |
| **OFFICE ARRANGEMENT** | **On-site**  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** | $115,443- $125,832 pa; plus 15.4% superannuation |
| **SECTION** | Interpretation and Curatorial |
| **TEAM** | Curatorial |
| **ELIGIBILITY** | * Australian Citizenship * Baseline Security Clearance (after commencement) |
| **CONTACT OFFICER** | Ashley Tenison on (02) 6270 8148 or Ashley.Tenison@moadoph.gov.au |
| **OPENING DATE** | 8 July 2025 |
| **CLOSING DATE** | Tuesday 22 July 2025 11:59PM |
| **OPPORTUNITY** | **This is a Non-Ongoing Specified Task opportunity until the end of the Centenary project in 2027.** |
| **SPECIAL NOTE** | This position is an ‘Identified’ position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People. |

**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**

Old Parliament House will mark its centenary in 2027 and MoAD is developing a suite of programs to mark the anniversary. The Centenary program will support the sharing of First Nations’ histories and stories, in the voices of First Nations peoples, as they relate to Australian democracy.

The Senior Curator will work closely with First Nations stakeholders, including the MoAD First Nations Advisory Committee, to develop and deliver content for MoAD audiences across exhibitions, public programs and digital platforms. The role will require sophisticated stakeholder management skills, including the ability to represent MoAD with a high level of professionalism orally and in writing.

The Senior Curator will lead a small team of curatorial staff and will work collaboratively with colleagues across the organisation to deliver centenary project outcomes. The Senior Curator will work closely with other mangers in the Section to manage the team, budgets, and work programs to ensure the timely delivery of quality projects.

**ROLE RESPONSIBILITIES and DUTIES**

Under the direction of the Head, Curatorial and Interpretation, the Senior Curator – Centenary Projects will be required to:

* Deliver a First Nations exhibition for the centenary of Old Parliament House in 2027.
* Research, write and develop content for onsite, online and outreach programs and lead pro-active collecting efforts.
* Manage a small team of specialist staff to deliver high quality outputs. Support staff development.
* Work closely with MoAD’s First Nations Centenary Advisory Committee community representatives, consultants and other internal and external stakeholders at all levels.
* Adhere to First Nations cultural protocols to ensure appropriate ways of engaging with Indigenous cultural material and interacting with Indigenous peoples and communities.
* Represent the museum in a range of formats and forums including through writing and verbal presentation including to the media.
* Work collaboratively with all sections of the museum as a member of the section’s senior leadership team to support centenary projects.

**OUR IDEAL CANDIDATE**

Our Ideal Candidate will have:

* Relevant tertiary qualifications with a demonstrated interest in, and knowledge of, First Nations stories, history and objects.
* An understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
* Exceptional stakeholder management skills with a track record of developing productive working relationships with internal and external stakeholders.
* Knowledge and experience applying museum practices and procedures with demonstrated curatorial experience and exhibition delivery within a museum or gallery.
* Excellent communication (written and oral), presentation and interpersonal skills, including the ability to liaise with others on sensitive issues.
* Ability to work both independently and as part of a team to creatively solve problems, work with a high degree of flexibility, and ability to set priorities, meet deadlines and work to a budget.

**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 2 - 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