



CANDIDATE PACK

POSITION DETAILS

REFERENCE NO	22419
TITLE	Digital Asset Management Project Officer
CLASSIFICATION	APS Level 6
EMPLOYMENT TYPE	Non-Ongoing, 12 months
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	Hybrid with work from home considered
SALARY	\$94,563 - \$105,910 pa + 15.4% superannuation
SECTION	Digital
TEAM	Digital Projects
ELIGIBILITY	<ul style="list-style-type: none">• Australian Citizenship• Security Clearance (after commencement)
CONTACT OFFICER	Jayne Regan, jayne.regan@moadoph.gov.au , (02) 6270 8186
OPENING DATE	Thursday 29/01/2026
CLOSING DATE	Sunday 15/02/2026 11:59pm
SPECIAL NOTE	<p>This is a non-ongoing opportunity for a period of 12 months, with the possibility of ongoing.</p> <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. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.</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 Digital team works collaboratively across the Museum to create engaging digital content for the web, social media channels, and exhibitions. Digital is also responsible for digital asset management at the Museum.

The Digital Asset Management Project Officer will manage the procurement and implementation of a new Digital Asset Management System (DAMS), to ensure the efficient, secure storage, administration and sharing of the Museum's digital assets. In this role, you will be responsible for collaborating across the Museum to understand organisational requirements, including workflows, user configurations, and possible system interconnectivity opportunities. You will also lead the development of metadata standards and specifications.

As the Digital Asset Management Project Officer, you will train and support staff to use the new DAMS, ensuring that good digital asset management practices become an everyday part of work at the Museum.

ROLE RESPONSIBILITIES and DUTIES

Under the direction of the Digital Projects Manager, the Digital Asset Management Project Officer will be required to:

- Assess Digital Asset Management systems (DAMS) against the Museum's organisational needs and lead DAMS procurement activities.
- Collaborate across multidisciplinary teams to develop metadata standards, identify user configuration requirements and required workflows, and possible system interconnectivity opportunities.
- Manage relationships with vendors and internal stakeholders to successfully implement a new DAMS at the Museum.
- Facilitate training of Museum staff in the use of the DAMS and develop procedures, system and training documentation.
- Plan and oversee the migration of assets and metadata from an existing DAMS into the new DAMS and assist with the ingestion of backlog legacy archives.

OUR IDEAL CANDIDATE

To be successful for this role you will need:

- Demonstrated ability to manage all aspects of digital asset management within a museum environment (or similar).
- Proven ability to contribute to the establishment and governance of metadata standards and data formats that ensure the accurate cataloguing, preservation and accessibility of digital assets.
- Demonstrated expertise collaborating with both internal and external stakeholders to develop and enhance online platforms including management of vendor relationships, procurement and contracts.
- Well-developed understanding of copyright management.
- Strong project management skills, including the ability to think strategically, synthesise complex information and identify effective solutions.
- Ability to work collaboratively within a team environment and build effective working relationships.
- Strong written and verbal communication skills.

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 8235 or 02 6270 8128.

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 8128 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