



# CANDIDATE PACK

## POSITION DETAILS

REFERENCE NO	22300
TITLE	Exhibitions Manager
CLASSIFICATION	EL1
EMPLOYMENT TYPE	Non-Ongoing
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	On-site with work from home considered
SALARY	\$115,443 - \$125,832 pa + 15.4% Superannuation  Note: Salary range will increase to \$121,759 - \$132,713 pa effective 13 March 2026 as per the EA
SECTION	Exhibitions
TEAM	Exhibitions
ELIGIBILITY	<ul style="list-style-type: none"><li>• Australian Citizenship</li><li>• Security Clearance (after commencement)</li></ul>
CONTACT OFFICER	Shannon Cook   <a href="mailto:Shannon.cook@moadoph.gov.au">Shannon.cook@moadoph.gov.au</a>   (02) 6270 8261
OPENING DATE	Thursday 19 February 2026
CLOSING DATE	Thursday 5 March 2026 (11:59pm)
SPECIAL NOTE	<b>This is a non-going opportunity until February 2028.</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.

## 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

MoAD's Exhibitions team works collaboratively across the organisation to develop engaging, high-quality displays that educate, inspire, and connect with diverse audiences. The team partners closely with curatorial, digital, engagement, and interpretation specialists to deliver exhibitions from initial concept through to public opening.

The Manager, Exhibitions plays a key leadership role in the planning, development, delivery, and ongoing maintenance of exhibition projects within a nationally significant heritage environment, contributing to the Museum's forward exhibition program. Reporting to the Head of Exhibitions, the role provides strategic input into business and program planning processes and is responsible for overseeing the delivery of multiple concurrent exhibition projects.

The position leads and manages a team of staff and contractors, along with associated budgets, schedules, and resources. Working collaboratively across MoAD, the Exhibitions Manager ensures exhibitions are delivered to a high standard, on time, and within scope, aligning with institutional priorities and audience needs.

A key focus of the role is supporting the delivery of exhibitions associated with the building's Centenary in 2027, alongside contributing to the development and delivery of the forward exhibition program for 2028 and beyond.

The successful applicant will demonstrate a strong passion for working with people, cultural heritage, and museums, combined with an entrepreneurial mindset, a solutions-focused approach, and the ability to think creatively within a complex operational and heritage context.

## ROLE RESPONSIBILITIES and DUTIES

Under the direction of the Head of Exhibitions the Exhibitions Manager will be required to:

1. Coordinate the planning, scheduling, resourcing and project delivery of on-site and travelling exhibitions from initial concept, design development, fabrication and installation.
2. Oversee all aspects of exhibition projects including:
  - a. Ensuring that heritage management, conservation and registration requirements are adhered to.
  - b. Working with a range of stakeholders including internal staff, external stakeholders, suppliers and partners.
  - c. Implementing creative solutions across different platforms for a range of internal and external stakeholders and visitors.
  - d. Undertaking critical evaluation of ongoing projects and implementation of necessary changes.
  - e. Identifying potential opportunities for external collaborative ventures.
3. Manage a high-performing team of staff and demonstrate a proven ability to invest in positive team culture and professional development.
4. Coordinate the ongoing maintenance of exhibitions and displays on-site, including maintaining the stock of supplies and materials.
5. Develop and implement WHS and risk management policies related to exhibition and event delivery; ensure all policies are current; ensure installation staff and contractors comply with and appropriately use WHS standards and safe handling procedures.

## OUR IDEAL CANDIDATE

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

- Demonstrated experience of innovation and creativity in conceptualising and implementing large-scale, minor, permanent and temporary exhibitions with a record of achievement in leading the delivery of exhibition products that enhance user experience and engagement.
- Ability to develop creative solutions to meet the needs of the museum and the varied and sometimes conflicting needs and agendas of exhibition development and delivery.
- Strong leadership and management skills with the ability to manage a team and budget along with strong project planning and tracking skills, ability to multi-task and work across several projects concurrently.
- Highly developed oral and written skills together with a high level of demonstrated negotiation and interpersonal networking skills.
- Experience providing strategic input into business planning processes.
- Demonstrated knowledge and capacity to apply work health and safety within a work and team environment.

# 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](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 8128 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