

APPLICATION PACK

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| **POSITION DETAILS** |
| **Reference No** | TR (temporary register) |
| **Title** | Learning Facilitator / Museum Experience Officer |
| **Classification** | APS Level 3 |
| **Employment Type** | Non-ongoing Irregular / Intermittent, for 3 months, with the possibility of extension |
| **Working Hours** | On an ‘as required’ basis. You will be paid according to timesheets submitted to the payroll team |
| **Salary** | $62,041 + 15.4% Superannuation + 25% loading in lieu of public holidays and leave entitlements except Long Service Leave |
| **Section** | Museum Experience, Learning and Operations |
| **Team** | Learning / Museum Experience |
| **Conditions** | Baseline security clearance (after commencement) & WwVP registration (prior to commencement) |
| **Contact Officer** | Recruitment Officer (02) 6270 8192 |
| **Opening Date** | Monday 1 January 2024 |
| **Closing Date** | Tuesday 31 December 2024 (11:59pm) |
| **Special Note** | A merit pool may be established from this recruitment activity which may be used to fill similar vacancies |

# Position Details

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| **Visitor and Education Engagement Positions**  | **Key Attributes**  |
| These positions work under general supervision and involve engaging with our diverse audiences in a range of ways to enhance their experience at the museum. Common requirements for these positions include good people skills and the ability to give presentations that may involve standing for long periods of time. Some of these positions involve wearing a uniform. All positions are required to support compliance with agency security and heritage requirements. Successful applicants may work in one or more of the below positions, depending on your skills and experience, and the availability of shifts.   | To be successful in these positions you will be able to demonstrate or provide evidence to support your ability to:  * work effectively within a small team, share knowledge, show initiative and take responsibility for personal development.
* demonstrate excellent people skills, enjoy working with visitors of all ages and have the ability to deliver and support a range of engaging public programs.
* demonstrate strong interpersonal skills with the ability to build and maintain effective working relationships; and
* be responsive and flexible in meeting changing priorities.
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| **Learning Facilitator**  | **Duties**  |
| The Learning team plays an important role in providing programs to over 90,000 students per year. As a member of the team, you will have excellent people skills, enjoy working with   students of all ages and backgrounds, have a strong empathy for the vision and purpose of MoAD and have a sound knowledge of Australian political history and experience with working with students.  | * Present high quality education programs onsite and online.
* Ensure learning spaces and equipment are made ready for use.
* Assist with project work, as required.
* Support MoAD public programs.

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| **Museum Experience Officer**  | **Duties**  |
| Museum Experience Team works with around 200,000 general visitors to the museum each year, from arrival to exit. The team manages our Receptions and the MoAD Shop, conducts tours, manages public enquiries online and onsite, and develops and supports other museum public programs including events.  | * Provide high quality interactions with museum visitors, including entry management, providing information to promote current museum programs, retail sales and handling telephone calls.
* Deliver and support a range of museum public programs including tours, events and facilitating activities in exhibition spaces. Occasional after-hours work may be required.
* Support and provide general direction to volunteers to ensure that their role is carried out effectively and is aligned with the museum’s objectives.
* Engage in productive working relationships that add value to service delivery
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# Your application

Please fill out the Temporary Register Cover Sheet and provide an up-to-date copy of your resume.

# Submission

Please submit applications by the closing date and time electronically to applications@moadoph.gov.au

**Please note: The temporary register’s closing date is 31 December 2024. After this date, you will need to re-register for the following year.**