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**CANDIDATE PACK**

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| **POSITION DETAILS** | |
| **Position Number** | 23021 |
| **Title** | Curatorial Assistant (Press Gallery) |
| **Classification** | APS 4 |
| **Employment Type** | Ongoing / Non-Ongoing |
| **Working Hours** | Full-time |
| **Salary** | $72,625 – $78,340 +15.4% Superannuation |
| **Section** | Interpretation and Curatorial |
| **Team** | Curatorial, Research and Collection Development |
| **Eligibility** | Australian Citizen + security clearance (after commencement) + WwVP |
| **Contact Officer** | Amy Lay – 02 6270 8189 |
| **Opening Date** | 11 September 2024 |
| **Closing Date** | 24 September 2024 (11:59pm) |
| **Special Note** | **Non-ongoing opportunity for 12 months with the possibility of extension or ongoing.**  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 exhibition curators, heritage officers and learning facilitators, through to digital producers, finance officers and IT specialists. We're a small team, 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 [Australian 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 Agreement 2024-27](https://moadoph.gov.au/sites/default/files/2024-04/oph-enterprise-agreement-2024-2027.pdf)

**POSITION DETAILS**

Curatorial, Research and Collections Development is a busy team working at the heart of the Museum of Australian Democracy. The team curates engaging permanent and temporary exhibitions, develops online content and collaborates with other teams to acquire significant objects related to the history of Australian democracy for the Museum’s collection. Our team brings stories to life in the building where history happened.

The Curatorial Assistant will be working under the direction of a Senior Curator on the content development and delivery of an exhibition on the 1927-88 parliamentary press gallery, scheduled to open in 2025. They will hunt down stories, ferret out interesting and intriguing details and use their skills in primary source research and stakeholder engagement to help the Senior Curator bring to life the behind the scenes of the parliamentary press gallery between 1927 and 1988. They will also help in team administration related to exhibition content development, using excellent organisational skills.

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. With applicants’ agreement their application and assessment results may be shared with other Australian Public Service (APS) agencies looking to fill similar roles.

**ROLE RESPONSIBILITIES and DUTIES**

Under the direction of the Senior Curator the Curatorial Assistant will:

* Undertake directed research on the history of the parliamentary press gallery, including primary source research in MoAD’s collection, other institutional collections and with relevant stakeholders such as journalists and other press gallery staff.
* Undertake research on the provenance, cultural context and significance of objects offered to the MoAD as part of the research into the parliamentary press gallery.
* Liaise with internal and external stakeholders to ensure correct documentation of and information about objects and stories developed for the exhibition.
* Work as part of a small team to ensure timely completion of curatorial administrative tasks, updating of database information, compiling of and providing access to research material related to the project, management of object lists and stakeholder information.
* Under direction, write and review discrete content elements within the exhibition and for online products.

**OUR IDEAL CANDIDATE**

Our ideal candidate will be a motivated person with the following demonstrated attributes:

* Demonstrated research skills, ideally in Australian history or museum studies, and ability to complete tasks in a timely and thorough manner.
* Excellent organisational skills, flexibility and proficiency in setting priorities.
* Demonstrated well-developed oral and written communication skills, demonstrated ability to work in a team and ability to liaise with diverse stakeholders.
* Knowledge and interest in Australian political, social, and democratic history.
* Ability to use a range of applications including standard ICT tools and ability and willingness to learn new software. A basic working knowledge of KE EMu database would be an advantage.

**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)
* A coversheet from the [MoAD Website](https://www.moadoph.gov.au/about/careers)

**ELIGIBILITY**

Employment with the Museum of Australian Democracy is subject to the following conditions:

* **Citizenship:** To be eligible for employment with MoAD, applicants must be an Australian Citizen.
* **Security Clearance:** The successful applicant must obtain and maintain a security clearance at the baseline level.
* **Working with Vulnerable People Registration:** The successful applicant must obtain and provide a Working with Vulnerable People card before commencement.

**SUBMISSION OF APPLICATION**

Your application should be submitted by the closing date to

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| Icon  Description automatically generated | [applications@moadoph.gov.au](mailto:applications@moadoph.gov.au) |

* Your application will be automatically acknowledged. If you do not receive an automated receipt, please contact the Recruitment Officer on 02 6270 8192 or 02 6270 8235
* Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.
* RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position. For more information visit the [APSC website](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability).
* 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 coversheet or contact the recruitment officer on 02 6270 8192 or 02 6270 8235.