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**CANDIDATE PACK**

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| **POSITION DETAILS** | |
| **Reference No** | NP |
| **Title** | Senior Curator |
| **Classification** | Executive Level 1 |
| **Employment Type** | Non-ongoing/Ongoing |
| **Working Hours** | Full-time |
| **Salary** | $110,115 - $120,900 +15.4% Superannuation |
| **Section** | Exhibitions, Interpretation, Engagement & Curatorial |
| **Team** | Curatorial, Research & Collections |
| **Eligibility** | Australian Citizen + Baseline security clearance (after commencement) |
| **Contact Officer** | Anne-Marie Condé – 02 6270 8184  [Anne-marie.conde@moadoph.gov.au](mailto:Anne-marie.conde@moadoph.gov.au) |
| **Opening Date** | 20 September 2024 |
| **Closing Date** | 3 October 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 Agreem](https://moadoph.gov.au/sites/default/files/2024-04/oph-enterprise-agreement-2024-2027.pdf)ent 2024-27

**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.

**ROLE RESPONSIBILITIES and DUTIES**

Under the direction of the Head, Interpretation & Curatorial, the Senior Curator will be required to:

* Manage and contribute to the changeover program in MoAD’s permanent exhibitions.
* Oversee the temporary and touring exhibition *Behind the Lines: the year in political cartoons 2025*, working with an APS6 curator.
* Contribute to the management of the MoAD’s collection, which will include writing collecting proposals and participating in Pre-Acquisitions Committee and Acquisitions meetings.
* Review and direct as required content development created within the Research and Collections Development team.
* Where required, support and review online and social media content generated by MoAD’s Digital team.
* Support the development and application of MoAD’s editorial policies.
* Promote the museum through a diverse range of activities including research and writing on Australian political and democratic history, delivering historical talks and specialist tours of the museum’s exhibitions, representing the museum in public and specialist forums, including the media.

**OUR IDEAL CANDIDATE**

Our ideal candidate will possess:

* Relevant tertiary qualifications in history or a related discipline, with a demonstrated interest in Australian social and political history.
* Knowledge and application of museum practices and procedures with demonstrated curatorial experience within a museum or gallery.
* 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.
* Excellent communication (written and oral), presentation and interpersonal skills, including the ability to liaise with prominent donors and noteworthy stakeholders including parliamentarians.
* Proficiency in the use of standard ICT tools and the ability and willingness to learn new software.

**YOUR APPLICATION**

* 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)

**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.

**SUBMISSION OF APPLICATION**

Your application should be submitted by the closing date to[**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**.