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**CANDIDATE PACK**

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| **POSITION DETAILS** | |
| **Reference No** | 23013 |
| **Title** | Curator |
| **Classification** | APS6 |
| **Employment Type** | Ongoing |
| **Working Hours** | Full-time |
| **Office Arrangement** | On-site (primarily) with some work from home considered for the right applicant. |
| **Salary** | $90,199 - $101,022 + 15.4% Superannuation  From 13 March 2025 the salary range will increase under the EA to be $94,563 - $105,910 |
| **Section** | Interpretation & Curatorial |
| **Team** | Curatorial |
| **Eligibility** | Australian Citizen + baseline security clearance (after commencement) |
| **Contact Officer** | Anne-Marie Condé – 02 6270 8184 |
| **Opening Date** | Wednesday 12 February 2025 |
| **Closing Date** | Sunday 23 February 2025 (11:59pm) |
| **Special Note** | **This is an Ongoing opportunity.**  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**

The Curatorial team 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 a Senior Curator the Curator will be required to:

1. **Develop and deliver MoAD’s annual political cartooning exhibition *Behind the Lines.* This will include:**

* Develop a fun, engaging and accessible overarching theme, sub-themes and cartoon selection for the exhibition that are accessible to a wide range of audiences and related to the events of the year.
* Work with internal and external stakeholders and contractors on the development and design of the exhibition and its online components and catalogue.
* Liaise with a guest curator to develop the theme for the ‘In Focus’ section of the exhibition.
* Serve on the panel for Political Cartoonist of the Year.
* Give familiarisation and public tours of the exhibition and be available for media interviews and other promotional opportunities (including at touring venues).
* Commit to continuous improvement of the exhibition by working collaboratively with internal and external stakeholders to review and assess the exhibition delivery and curatorial processes to ensure the exhibition remains meaningful and vibrant.

1. **As a member of the Curatorial, Research and Collections Development team, undertake other work as required, including but not limited to:**

* Assessment of objects for acquisition into the Museum’s collection, especially those related to contemporary and targeted collecting.
* Maintain an awareness of contemporary politics and democratic processes.
* Maintain an awareness of the evolution of political cartooning and the visual and material culture of Australian political satire.
* Contribute as required to public queries and other exhibition projects.

**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 and related visual culture.
* 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 flexibly, meet deadlines and work to a budget.
* Excellent communication (written and oral), presentation and interpersonal skills, including the ability to liaise with prominent external stakeholders.
* Proficiency in the use of standard ICT tools and the ability and willingness to learn new software.

**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 will be required to obtain and maintain a security clearance at the baseline level.

**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.