



Museum of Australian Democracy
at Old Parliament House

CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	21104
TITLE	Learning Facilitator
CLASSIFICATION	APS Level 3
EMPLOYMENT TYPE	Ongoing
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	On site
SALARY	\$66,975 - \$73,185 + 15.4% Superannuation
SECTION	Museum Experience, Learning and Operations
TEAM	Learning
ELIGIBILITY	<ul style="list-style-type: none">• Australian Citizenship• Security Clearance (after commencement)• WwVP Registration
CONTACT OFFICER	Timothy Pidkins on 02 6270 8265
OPENING DATE	Friday 30 May 2025
CLOSING DATE	Thursday 12 June 2025 (11:59pm)
SPECIAL NOTE	<p>This is an ongoing opportunity.</p> <p>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.</p> <p>Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.</p>
RECRUITABILITY	<p>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.</p>

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

As a Learning Facilitator, you will have excellent people skills; enjoy working with a diverse team and with students of all ages; have a strong empathy for the vision and purpose of MoAD; and have a sound knowledge of Australian Political history and experience in museum education.

ROLE RESPONSIBILITIES and DUTIES

Under the general supervision of the Learning Supervisors, you will:

- Present engaging learning programs to school audiences - onsite, offsite and online, including digital excursions.
- Coordinate and maintain the operational aspects of these programs including costumes, props, AV, surveys and workshop materials.
- Assist with development, delivery and evaluation of onsite, online and digital Learning resources and programs.
- Contribute to MoAD more broadly by supporting events and attending mandatory training, project and staff meetings and role specific actions as required.

OUR IDEAL CANDIDATE

Our ideal candidate will have:

- Ability to work effectively within a small team, share knowledge and show initiative.
- Basic ICT skills as a minimum, in order to use Microsoft office suites, booking and roster systems and operational requirement for digital programs.
- Be responsive and flexible in meeting changing priorities.
- Ability to assist with the development and delivery of engaging education programs, and hands-on experiences through public speaking, interpretation and presentation skills.
- An understanding of, and interest in Australian political/social history and Aboriginal and Torres Strait Islander history and cultures, and a willingness to continue this understanding and interest.

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.
- Your current resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 2 pages).
- The completed 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.

ELIGIBILITY

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- have a baseline security clearance, or be willing to obtain a baseline clearance, after commencement.
- Working with Vulnerable People – Current WwVP card
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed the successful candidate.

SUBMISSION OF APPLICATION

Your application should be submitted by the closing date to 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 email recruitment@moadoph.gov.au
- Applications received after closing will not be accepted unless a prior arrangement has been made with the contact officer.