MOAD
Museum of Australian Democracy
at Old Parliament House

CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	NP
TITLE	Manager, Digital Productions
CLASSIFICATION	Executive Level 1
EMPLOYMENT TYPE	Non-ongoing 12 months
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	Hybrid with work from home considered
SALARY	$115,443 - $125,832 + 15.4% Superannuation
SECTION	Digital
TEAM	Digital Engagement
ELIGIBILITY	• Australian Citizenship • Security Clearance (after commencement)
CONTACT OFFICER	Anna O'Leary – 02 6270 8143
OPENING DATE	Tuesday 27 May 2025
CLOSING DATE	Monday 9 June 2025 (11:59pm)
SPECIAL NOTE	**This is a non-ongoing opportunity for a period of 12 months, with the possibility of ongoing.** **This role may be filled by applications and referee reports alone.** 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.
RECRUITABILITY	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.

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

The Digital Engagement team plays a critical role in contributing to the intellectual and creative leadership of the Museum. The position holder will take the lead in the production of innovative, thought-provoking digital and audio-visual content for discrete projects at the Museum.

In the Manager, Digital Production position, you will lead project planning, management, and delivery for the digital and audio-visual component of major projects. You will manage the creation and commissioning of digital and audio-visual content for the museum's digital platforms including social media, the web, emerging platforms and exhibition interactives. Across all digital touch points, you will create innovative experiences for audiences and deepen the engagement of current and future audiences.

You will provide strategic input to creative content development, business planning processes and reporting for the Digital Engagement section. You will also manage a team of staff and contractors, and associated project budgets.

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.

ROLE RESPONSIBILITIES and DUTIES

Under the direction of the Head of Digital, the Manager, Digital Production will be required to:

- Manage a team of staff, contractors and vendors to deliver highly polished digital and audio-visual assets for major projects to drive digital presence and engagement, in accordance with government standards and policies.
- Provide strategic and practical project advice, delivering creative, audience-focused digital and audio-visual content and experiences on time and within budget
- Use data to undertake critical evaluation of digital and audio-visual content (onsite and online), and to create an advanced and targeted digital and audio-visual content offering which optimises audience growth and engagement.
- Collaborate with internal stakeholders to conceptualise, deliver and evaluate engaging content for digital products and channels, and build digital and audio-visual capacity across projects.

OUR IDEAL CANDIDATE

Our ideal candidate will have:

- Demonstrate a well-honed ability to apply a creative and broad audience focus to digital content, products and channels to enrich experiences and increase reach and engagement.
- Demonstrated experience in managing creative digital projects through ideation, development, review, delivery and maintenance.
- Demonstrated experience ideating, designing, developing, and delivering audio-visual content for a wide range of audiences, and successfully pitching solutions to decision-makers.
- The ability to think strategically and act collaboratively to demonstrate digital leadership across the Museum
- Exceptional written and verbal communication skills with the ability to translate complex technical concepts for diverse audiences and communicate effectively with stakeholders at all levels of the organisation.
- Strong people and project management skills and experience coordinating multidisciplinary teams, developers, vendors, and internal stakeholders, to deliver complex projects on time, within budget and in accordance with government standards and polices.
- Strong understanding of digital and social media trends

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 4 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.

- 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.