**CANDIDATE PACK**

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| **POSITION DETAILS** |
| **REFERENCE NO** | 34308 |
| **TITLE** | Graphic Designer |
| **CLASSIFICATION** | APS4 |
| **EMPLOYMENT TYPE** | Non-ongoing 12 months  |
| **WORKING HOURS** | Full-time  |
| **OFFICE ARRANGEMENT** | On-site |
| **SALARY**  | $75,385 - $81,775 pa + 15.4% Superannuation |
| **SECTION** | Development, Marketing, Communications and Commercial |
| **TEAM** | Marketing & Communications  |
| **ELIGIBILITY** | * Australian Citizenship
* Security Clearance (after commencement)
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| **CONTACT OFFICER** | Maggie Kyle (maggie.kyle@moadoph.gov.au) |
| **OPENING DATE** |  Wednesday, 16 July 2025 |
| **CLOSING DATE** |  Tuesday, 29 July 2025 11:59pm |
| **SPECIAL NOTE** | This is a non-ongoing opportunity for 12 months. 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 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’s commitment to reconciliation is expressed in the [MoAD Reconciliation Action Plan 2023-25](https://www.moadoph.gov.au/sites/default/files/2023-06/MoAD%20INNOVATE%20RAP_2023.pdf).

MoAD employees are engaged under the [*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**ent 2024-2027*](https://moadoph.gov.au/sites/default/files/2024-04/oph-enterprise-agreement-2024-2027.pdf)*.*

**POSITION DETAILS**

The APS4 Graphic Designer plays a key role at the Museum of Australian Democracy at Old Parliament House (MoAD), supporting the agency’s mission to enhance the museum’s brand visibility, attract diverse audiences, and deepen public engagement with Australian democracy.

This position sits within the Marketing & Communications team and works collaboratively across the organisation to deliver business-as-usual (BAU) graphic design needs. While MoAD engages external design firms for major creative projects – such as exhibition design and large-scale campaigns – the APS4 Graphic Designer is responsible for in-house delivery of day-to-day design requirements. This includes producing clear, effective, and on-brand creative assets such as temporary signage, wayfinding materials and general marketing collateral.

Reporting to the Senior Marketing Coordinator, the Graphic Designer provides responsive and consistent design support across print and digital formats, ensuring alignment with MoAD’s brand, style and accessibility guidelines. The role involves working with multiple internal teams and balancing competing priorities, requiring strong communication skills and the ability to work collaboratively with a variety of stakeholders across the agency.

**ROLE RESPONSIBILITIES and DUTIES**

Under the direction of the Senior Marketing Coordinator, the APS4 Graphic Designer will be required to:

**Produce Graphic Design Outputs**

Create graphic design materials in both print and digital formats to support business-as-usual (BAU) activity across the museum. This may include developing creative materials such as:

* Onsite temporary signage
* Event and program banners and hoardings
* Marketing and promotional ads (print and digital)
* Flyers, brochures and wayfinding (eg, maps)
* Ad hoc gallery or object labels
* Internal staff notices and operational signage
* Templates and simple branded assets for internal use

**Apply Brand and Style Guidelines**

Ensure all visual outputs follow the museum’s branding, style, and accessibility requirements, maintaining consistency across all materials.

**Coordinate Design Tasks**

Manage assigned design requests by:

* Organising and prioritising tasks to meet deadlines
* Seeking approvals as required
* Communicating progress to the Senior Marketing Coordinator and relevant stakeholders

**Support Design Production and File Management**

* Prepare final artwork for print or digital use
* Liaise with suppliers or internal clients to support production and delivery
* Maintain accurate version control and orderly digital file storage

**Work Collaboratively across the Agency**

* Respond to requests from teams across the museum and clarify design requirements where needed
* Participate in relevant meetings and contribute to team discussions
* Support projects from multiple internal stakeholders

**OUR IDEAL CANDIDATE**

To be successful for this role you will need to demonstrate:

* Experience in graphic design and creating assets for both digital platforms and print with a solid understanding of formats, resolution, and accessibility requirements.
* Ability to work independently and manage competing deadlines and priorities in a fast-paced environment.

* Personal responsibility for accurate completion of work, and the ability to seek guidance when required.
* Sound interpersonal skills with the ability to build productive working relationships and collaborate effectively with internal and external stakeholders.
* Experience in appropriate design software such as Adobe Creative Cloud (InDesign, Illustrator, Photoshop).

**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 2 pages).
* Portfolio showcasing examples of your design work relevant to the role.
* coversheet from the [MoAD Website](https://www.moadoph.gov.au/about/careers).

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 or 02 6270 8127.

**ELIGIBILITY**

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

* be an Australian Citizen; and
* have a security clearance or be willing to undertake the process 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 to be 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 02 6270 8127 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