



Museum of Australian Democracy  
at Old Parliament House

## APPLICATION PACK

POSITION DETAILS	
Reference No	23004
Title	Interpretation and Content Development Coordinator
Classification	APS Level 6
Employment Type	Ongoing
Working Hours	Full-time
Salary	\$83,382 - \$96,004 + 15.4% superannuation
Section	Exhibitions, Interpretation and Engagement
Team	Interpretation and Content Development
Eligibility	Australian Citizen + security clearance (after commencement)
Contact Officer	Ms. Kate Armstrong on 6270 8112
Opening Date	29 September 2023
Closing Date	15 October 2023 (11:59pm)
Special Note	A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at MoAD

### DIVERSITY AND INCLUSION

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The Museum of Australian Democracy (MoAD) prides itself on promoting diversity and inclusion within the organisation, and as such encourages applications from the diverse Australian community. This includes Aboriginal and Torres Strait Islander people, people that identify as having a disability, people of all ages, people that identify as belonging to the LGBTIQ+ community and those from culturally and linguistically diverse backgrounds.

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 Australian Public Service Commission 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 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 6270 8118.

## **MUSEUM OF AUSTRALIAN DEMOCRACY (MoAD)**

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Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and futures.

### **ABOUT THE POSITION**

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The Interpretation and Content Development Coordinator will work closely with the Manager, Interpretation and Content Development (EL1) and the Interpretation and Content Development Officer (APS4) in three areas: heritage interpretation, collection development and management, and the development of the museum's Digital Asset Management System (DAMS).

The position will contribute to: (i) the development and delivery of interpretive content for high quality and engaging onsite, online and outreach programs and experiences; (ii) the development of the museum collection and the development and management of the Interpretation and Learning (Props) Sub-collection; and (iii) the population of the museum's DAMS, particularly in the areas of legacy and archival content. The position supervises the APS4 Interpretation and Content Development Officer.

### **DUTIES**

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- Scope, develop and deliver onsite, online and outreach interpretive products and programs including content development and sourcing materials for research and display.
- Undertake content research for a range of internal and external stakeholders.
- Contribute to the development of the museum collection through the assessment of donations and purchases, completion of acquisition proposals, and participation in Pre-Acquisitions and Acquisitions Committee meetings as required.
- Contribute to the development and management of the Interpretation and Learning (Props) Sub-collection and oversee the acquisition and accessioning of objects and maintenance and storage of the collection.
- Contribute to the population of the DAMS, working particularly on legacy and archival content. (MoAD uses the software Piction for its DAMS).
- Assist with team administration including work and project planning, budgeting and financial reporting, and supervision of staff.
- Assist in maintaining the interpreted spaces in the museum through regular curatorial inspections and periodic display cleaning.

## KEY ATTRIBUTES

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- Demonstrated skills in developing and delivering onsite, online and/or outreach interpretive products.
- Demonstrated skills in leadership and managing staff.
- High level written and verbal communication skills.
- Developing skills in stakeholder consultation.
- Ability to work autonomously or in a small team and complete tasks in a timely manner.
- Ability to develop and maintain effective working relationships with staff in other teams.
- Proficiency in Microsoft 365 and willingness to learn new software. Skills in EMu Collection Management System and Piction would be advantageous but are not essential.

## APPLICATION DETAILS

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Your application must include:

- A completed application cover sheet (available on the [MoAD website](#))
- Concise statement of claims (no more than 2 pages)
- When framing your statement, please ensure you adequately demonstrate your skills, qualifications and experience against the duty statement and key attributes for this position.
- Resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 2-4 pages)

## ELIGIBILITY

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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 undergo and maintain a security clearance at the baseline level.

## SUBMISSION OF APPLICATION

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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 8118
- Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.