MOAD
**Museum of Australian Democracy
at Old Parliament House**

CANDIDATE PACK

POSITION DETAILS

REFERENCE NO	
TITLE	Senior Exhibition Coordinator
CLASSIFICATION	APS6
EMPLOYMENT TYPE	Non-Ongoing
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	On-site
SALARY	$94,563 - $105,910 + 15.4% Superannuation
SECTION	Exhibitions
TEAM	Exhibitions & Engagement
ELIGIBILITY	• Australian Citizenship • Security Clearance (after commencement) • Working with Vulnerable People card (WWVP)
CONTACT OFFICER	Shannon Cook on 02 6270 8261
OPENING DATE	Tuesday 22 April 2025
CLOSING DATE	Monday 5 May 2025 (11:59pm)
SPECIAL NOTE	This is a non-ongoing opportunity for a 12-month period. 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

MoAD's Exhibitions team collaborates across the organisation to create engaging displays that educate and inspire visitors. The team works with specialist curatorial, engagement, and interpretation teams, managing exhibitions from inception to public opening.

The Senior Exhibitions and Project Coordinator plays a key role in managing the development, delivery, and maintenance of exhibition projects as part of the Museum's forward program. This role involves managing operational and capital projects to deliver high-quality outcomes for both new and established exhibitions. Reporting to the Exhibitions Manager, the role supervises a small team and collaborates across the museum and with external suppliers.

ROLE RESPONSIBILITIES and DUTIES

Under the direction of the Exhibitions Manager the Senior Exhibitions Coordinator will be required to undertake the following responsibilities and duties:

- **Supervision and Team Management:**
    - Supervise a small team of exhibitions coordinators, AV and workshop, technicians.
    - Coordinate project activities across other works within the Museum and collaborate with other teams to deliver exhibition projects.
- **Project Management:**

- Manage all phases of development and delivery for new exhibitions, changeovers, and maintenance of existing spaces.
- Assist with the development, delivery, and management of the museum's long-term exhibitions.
- Manage operational and capital projects, including coordination of input from internal development teams and procurement of external services.
- Develop project plans, development schedules, and maintain accurate financial records.
- **Coordination and Communication:**
  - Coordinate all aspects of exhibition projects, including planning, development, contract and contractor management, design, fabrication, installation, evaluation, and ongoing maintenance.
  - Communicate with internal and external stakeholders to build positive and beneficial relationships.
  - Manage technical and project management documentation in alignment with governance and business requirements.
- **Compliance and Safety:**
  - Ensure adherence to heritage management, conservation, commonwealth procurement processes, and APS code of conduct.
  - Implement Work Health and Safety (WHS) and risk management policies related to exhibition and event delivery.
  - Ensure installation staff and contractors comply with WHS standards and safe handling procedures.

OUR IDEAL CANDIDATE

To be successful for this role you will need:

- Demonstrated knowledge and application of museum practices and procedures, and experience in the delivery of exhibitions in a museum or gallery setting.
- Proven high-level project management skills, capabilities, and experience.
- Ability to work both independently and as part of a team to creatively solve problems and work with a high degree of flexibility.
- Excellent communication (written and oral), presentation, and interpersonal skills, including the ability to liaise with others on sensitive issues.
- Highly developed organisational and project management skills, including working with initiative to manage multiple projects, set priorities, meet deadlines, and work to a budget.
- Experience using the Commonwealth Contracting Suite and negotiating and maintaining effective contracts is highly desirable.
- Proven capacity and flexibility to work under pressure and within tight timeframes.
- Proven ability to manage project budgets and contribute to financial planning.
- Demonstrated self-awareness and professionalism.
- A proven commitment to maintaining a safe and healthy workplace.

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).

- 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 8192 or 02 6270 8235.

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 8192 or 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