MoAD

Museum of Australian Democracy
at Old Parliament House

CANDIDATE PACK

POSITION DETAILS

Reference No	23010
Title	Senior Curator
Classification	Executive Level 1
Employment Type	Non-Ongoing; Ongoing
Working Hours	Full Time
Office Arrangement	**Onsite** While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and within operational requirements of the role
Salary	$115,443 – $125,832 + 15.4% Superannuation
Section	Curatorial and Interpretation
Team	Curatorial, Research and Collections Development
Eligibility	• Australian Citizenship • Baseline Security Clearance (after commencement) • Identity Check (pre-employment)
Contact Officer	Ashley Tenison Ph: (02) 6270 8148 E: ashley.tenison@moadoph.gov.au
Opening Date	Friday 6 June 2025
Closing Date	Sunday 22nd June 2025 (11:59pm)
Special Note	**This is a non-ongoing opportunity for 12 months with the possibility of extension or ongoing.** 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

Curatorial, Research and Collections Development is a busy team working at the heart of the Museum of Australian Democracy. The team curates engaging content for MoAD projects and works with other teams to acquire significant objects for the Museum's collection.

The Senior Curator oversees research and curatorial activities, directs curatorial and collections strategies and content development, and reviews and approves content prepared by others to ensure it is accurate, balanced, and reflects MoAD's values.

The role works closely with other Senior Curators to manage the team, budgets, work programs and content development to ensure the timely delivery of quality projects.

DUTIES

Under the direction of the Head, Curatorial and Interpretation, the Senior Curator will be required to:

- Manage and support the development of a small team of specialist staff

- Lead and co-ordinate the collection acquisitions program (curatorial). Oversee the curatorial review of all proposed acquisitions, the collections inbox, Chair the Pre-Acquisition Committee Group and provide expert advice as a member of MoAD's Acquisitions Committee

- Provide research, writing and other contributions to onsite, online and outreach programs, working closely with all sections of the museum to provide content to support the museum's strategic goals, with a particular focus on highlighting the Museum's collection

- Promote the museum in a range of formats and forums including through research and writing, talks and tours, and to the media

- Develop and maintain positive relationships with internal and external stakeholders at all levels

- Work collaboratively with the other senior staff to coordinate activities, share resources and deliver outcomes for the Museum.

KEY ATTRIBUTES

The successful applicant will have:

- Relevant tertiary qualifications in history or a related discipline, with a demonstrated interest in Australian social and political history

- Knowledge and experience applying museum practices and procedures with demonstrated curatorial and collections acquisition experience within a museum or gallery

- Ability to work both independently and as part of a team to creatively solve problems, work with a high degree of flexibility, and ability to set priorities, meet deadlines and work to a budget

- Excellent communication (written and oral), presentation and interpersonal skills, including the ability to liaise with others on sensitive issues, with a demonstrated ability to investigate, interpret and evaluate information

- Proficiency in the use of standard ICT tools and the ability and willingness to learn new software.

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