

**APPLICATION PACK**

|  |  |
| --- | --- |
| **REFERENCE NO** | Temporary Register 2024 - 2025 |
| **CLASSIFICATION** | APS Level 3 |
| **EMPLOYMENT TYPE** | Non-Ongoing Irregular / Intermittent |
| **TEAM / S** | * Learning
* Museum Experience
* Museum Engagement
 |
| **CONDITIONS** | * Baseline security clearance (after commencement)
* WwVP registration (prior to commencement)
 |
| **CONTACT OFFICER** | Recruitment Officer (02) 6270 8192 or 6270 8385 |
| **NOTE** | * Applicants will only be contacted if a vacancy arises suiting their skills and experience.
* The temporary register’s closing date is **30 June 2025**. After this date, you will need to re-register for the following year.
* You can withdraw your application from the temporary registers at any time.
 |
| **OPENING DATE** | 1 July 2024 |
| **CLOSING DATE** | 30 June 2025 (11:59pm) |

# **Visitor and Education Engagement positions**

These positions work under general supervision and involve engaging with our diverse audiences in a range of ways to enhance their experience at the museum. Common requirements for these positions include good people skills and the ability to give presentations that may involve standing for long periods of time. Some of these positions involve wearing a uniform. All positions are required to support compliance with agency security and heritage requirements. Successful applicants may work in one or more of the below positions, depending on your skills and experience, and the availability of shifts.

To be successful in these positions you will be able to demonstrate or provide evidence to support your ability to:

* work effectively within a small team, share knowledge, show initiative and take responsibility for personal development.
* demonstrate excellent people skills, enjoy working with visitors of all ages and have the ability to deliver and support a range of engaging public programs.
* demonstrate strong interpersonal skills with the ability to build and maintain effective working relationships; and
* be responsive and flexible in meeting changing priorities.

# **Position Details**

 **Learning Facilitator**

The Learning team plays an important role in providing programs to over 90,000 students per year. As a member of the team, you will have excellent people skills, enjoy working with  students of all ages and backgrounds, have a strong empathy for the vision and purpose of MoAD and have a sound knowledge of Australian political history and experience with working with students.

* Present high quality education programs onsite and online.
* Ensure learning spaces and equipment are made ready for use.
* Assist with project work, as required.
* Support MoAD public programs.

**Museum Experience Officer**

Museum Experience Team works with around 200,000 general visitors to the museum each year, from arrival to exit. The team manages our Receptions and the MoAD Shop, conducts tours, manages public enquiries online and onsite, and develops and supports other museum public programs including events.

* Provide high quality interactions with museum visitors, including entry management, providing information to promote current museum programs, retail sales and handling telephone calls.
* Deliver and support a range of museum public programs including tours, events and facilitating activities in exhibition spaces. Occasional after-hours work may be required.
* Support and provide general direction to volunteers to ensure that their role is carried out effectively and is aligned with the museum’s objectives.
* Engage in productive working relationships that add value to service delivery

**PlayUp Facilitator**

The Museum Engagement Team provides award-winning experiences for visitors at MoAD. Museum Engagement Facilitators engage with adults and children to deliver a suite of informal learning experiences in a range of spaces around the museum. Families make up around one third of the museum’s general visitors. Facilitators will primarily work in the PlayUP exhibition developing and delivering a variety of experiences for families, as well as conduct brief research and evaluation.

* Provide high quality engagement opportunities for museum visitors including facilitating informal learning with children and adults in the PlayUP exhibition and other museum spaces.
* Manage set up and pack down of craft activities, and exhibition resets as required.
* Assist with the development of new experiences including undertaking basic research and analysis

# **Your application**

Please fill out the Temporary Register Cover Sheet and provide an up-to-date copy of your resume.

# **Submission**

Please submit applications electronically to applications@moadoph.gov.au