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**CANDIDATE PACK**

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| **POSITION DETAILS** | |
| **Reference No** | 23008 |
| **Title** | Interpretation and Content Development Officer |
| **Classification** | APS Level 5 |
| **Employment Type** | Ongoing / Non-Ongoing |
| **Working Hours** | Full-time (Part-time hours will be considered) |
| **Office Arrangement** | On-site  While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirement. |
| **Salary** | $80,341 - $87,572 plus 15.4% superannuation  Please note: the salary for this position will increase effective 13 March as per the EA |
| **Section** | Interpretation and Curatorial |
| **Team** | Interpretation and Content Development |
| **Eligibility** | * Australian Citizen * Baseline security clearance (after commencement) |
| **Contact Officer** | Ms Alex Walton on 02 6270 8158 |
| **Opening Date** | Wednesday, 5 March 2025 |
| **Closing Date** | Wednesday, 26 March 2025 (11:59pm) |
| **Special Note** | **This is an Ongoing opportunity.**  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.](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability) |

**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*](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 Interpretation and Content Development team works closely with other MoAD teams including Heritage and Collections, Curatorial, Exhibitions, Museum Engagement and Museum Experience. Drawing on extensive knowledge of the history of Old Parliament House and interpretive practice, the team is responsible for the development and maintenance of interpreted spaces and supports the development of onsite, outreach and online content. Additionally, it manages the development and management of the Interpretation and Learning (props) Sub-collection.

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.

**ROLE RESPONSIBILITIES and DUTIES**

Under the direction of the Interpretation and Content Development Coordinator (APS6) and the Manager, Interpretation and Content Development (EL1), the Interpretation and Content Development Officer develops interpretive content for high quality and engaging onsite, online and outreach programs and experiences and undertakes independent content research for internal and external stakeholders. They contribute to the development of the museum collection and manage the Interpretation and Learning (Props) Sub-collection, maintain the interpreted spaces on the museum floor, and have a critical role in documenting legacy holdings for Piction, the museum’s Digital Asset Management System.

Duties include:

* Developing onsite, online and outreach interpretive products and programs.
* Undertaking independent content research for internal and external stakeholders.
* Contributing to the development of the museum collection through the assessment of donations/purchases, the completion of acquisition proposals and participation in Pre-Acquisitions and Acquisitions Committee meetings as required.
* Developing and managing the Interpretation and Learning (Props) Sub-collection including acquisition and accessioning of objects and collection rationalisation.
* Documenting and transitioning legacy holdings into Piction, the museum’s Digital Asset Management System.
* Maintaining the interpreted spaces in the museum through regular curatorial inspections and a comprehensive cleaning regime.
* Assist the wider Interpretation and Curatorial Section as required.

**OUR IDEAL CANDIDATE**

Our ideal candidate will have:

* An ability to scope, develop and deliver creative and engaging onsite and online interpretive products using primary and secondary sources.
* Well-developed written and oral communication skills.
* A proven ability to build and sustain positive relationships with internal and external stakeholders.
* An ability to develop and maintain effective working relationships with staff in other teams in the museum.
* An understanding of audience needs in the context of heritage sites and museums and awareness of contemporary issues and thinking in the GLAM (galleries, libraries, archives and museums) sector.
* An ability to work in a small team and also work independently and autonomously as required.
* A methodical and meticulous approach to repetitive tasks with a focus on accuracy and completion.
* An ability to use a range of standard office software and more specialized software for collection and digital asset management (eg, KE EMu, Piction) or the ability to rapidly acquire software skills.

**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](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 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).

**SUBMISSION OF APPLICATION**

Your application should be submitted by the closing date to [applications@moadoph.gov.au](mailto: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](mailto:recruitment@moadoph.gov.au)
* Applications received after closing will not be accepted unless a prior arrangement has been made with the contact officer.