



Royal Historical Society of Victoria

Position Description: Collections Manager & Volunteer Coordinator

Closing date: 5 pm Wednesday 18 April

Responsible to: Executive Officer, RHSV

Location: RHSV 239 A'Beckett Street, Melbourne

Term of appointment: Two year contract with reviews at 3 months, 12 months and 21 months

Hours of work: 26 hours per week to be worked over four days per week or by arrangement with the Executive Officer.

Salary: \$47,500 per annum (EFT \$69,423) plus superannuation.

Leave: annual leave pro rata to be taken during compulsory two week shut down period over Christmas break.

Superannuation: RHSV pays normal employer contribution

Travel: Travel is a requirement of the position. A car kilometre allowance will be paid or public transport fares will be reimbursed.

Context

The RHSV, founded in 1909, is the keeper of the most significant collection of the history of Victoria in private hands. Its collections are divided into three areas; library, manuscript and images. Much of the work of managing the collection is undertaken by volunteers under the supervision of the Collections and Volunteer Coordinator.

Access, engagement and the presentation of local history has been transformed by the internet and online databases so RHSV needs to maintain a strong online presence.

RHSV also acts as an umbrella organisation for 340 affiliated local historical societies and provides them with support in managing collections. This position works closely with historical societies and is responsible for developing and promoting one of the RHSV's flagship programs History Week.

Key Result Areas

1. Management of RHSV Collections

The Collections & Volunteer Coordinator will work cooperatively with knowledgeable and skilled volunteers to:

- Initiate programmes which extend access to collections
- Implement the Society's Collections Policy
- Maintain and regularly update catalogues – both open catalogues and internal catalogues.
- Manage E-Hive database - experience with this software is highly desirable
- Ensure the library is well presented at all times by coordinating shelving and shelf checking.
- Make recommendations for conservation of the collection.
- Attend meetings of the Collections Committee and follow up on actions determined by the meetings.
- Oversee all incoming and outgoing non-commercial research.
- Work with the Collections Committee to develop research projects that increase access and understanding of RHSV collections.
- Assist members of the public visiting the society on a day to day basis

2. Management of Volunteers

- Develop projects/ activities/ work plans with volunteers to deliver outputs that match RHSV and volunteer expectations.
- Recruit and manage volunteers.
- Maintain a list of volunteers, their usual working hours and projects
- Initiate and provide training and support for volunteers on a formal and informal basis including regular meetings to discuss projects.
- Coordinate secondary and tertiary work experience students and interns.

3. Manage the RHSV website/ Information Technology

- Manage maintenance contract for RHSV IT
- Ensure the website is continually updated with RHSV events including, but not limited to, *History News*, podcasts, lectures, seminars, exhibitions, History Week and Victorian Community History Awards.
- Advise Executive Officer and Administration Officer on technical or operating difficulties with the society's computer equipment, and on suggested improvements; and helping to implement these – including upgrades of equipment.
- Monitor the efficacy of the Society's website and reporting usage figures as required to the Executive Officer and Council.
- Maintain and develop the affiliated societies' section of the RHSV website and maintaining other relevant data bases.
- Assist and advise with information technology requirements for Speakers Meetings/ Seminars
- Develop IT services as an exemplar to affiliated societies (by, for example, trialling new ways of using technological innovations). Ensuring the RHSV helps guide the use of technology for local history collections in Victoria
- Encourage the use of IT initiatives offered by the RHSV which will assist the work of local historical societies and the promotion of local history

- Ensure that Affiliated Societies are taking best advantage of the latest information technology and provide (for publication and dissemination) advice to such societies.
- Encourage networking between societies

4. Support the work of the History Victoria Support Group and local societies

- Work with the Executive Officer and with the History Victoria Support Group convenor to help arrange regular seminars and workshops for historical societies
- Respond to requests to the RHSV for help from societies
- Attend Annual HVSG Planning Day
- Make visits where appropriate to local societies to assist with cataloguing and participate in seminar days
- Disseminate information about collection management issues
- Ensure the RHSV website's data base of affiliated societies is up-to-date

5. Other duties as they arise. We are a small organisation and roles tend to blur at the edges.

Key Selection Criteria

- Experience in collection management and information technology essential
- Experience with E-Hive or similar databases essential.
- An understanding of archiving and an understanding of conservation and preservation of paper based material.
- Demonstrated ability to work in an online environment.
- Ability to work in an organised manner without close supervision
- Strong interpersonal skills and ability to work with volunteers
- A current driving licence.

- Interest in history

Applications should be emailed to:

Rosemary Cameron

Executive Officer

Royal Historical Society of Victoria

Rosemary.cameron@historyvictoria.org.au

By 5pm Wednesday, 18th of April, 2018