



ROYAL HISTORICAL SOCIETY OF VICTORIA INC.

239 A'Beckett Street, Melbourne 3000

PROJECT OFFICER (HISTORY MONTH)

POSITION DESCRIPTION

The Royal Historical Society of Victoria is looking for a part-time project officer to work roughly 6 hours per week for about 6 months (mid-May – early November 2023) from our 1938 heritage-listed home on Flagstaff Gardens and a short stroll from Queen Victoria Market.

There are two project officer positions being advertised (for History Month and for Victorian Community History Awards) and they could easily be managed concurrently by the one person if so desired.

WHO ARE WE AND WHAT DO WE DO?

We are a membership-based organisation (1,250 members) of history enthusiasts and other historical societies across Victoria. We focus on the history of Victoria and have, since our inception in 1909, built an enviable collection of manuscripts, objects, photographs, maps and books. We have a large public program of events; we run the History Victoria Bookshop, various small grant programs, the Victorian Community History Awards, Women's History Month (March) and History Month (October); we publish books and journals; we are a strong, well-respected and fearless advocate on heritage issues and we are a history research facility.

We are a not-for-profit with charitable and deductible gift-recipient status. We are a small organisation which punches above its weight.

History Month grew out of History Week, an RHSV initiative that has been going for close to 20 years. In 2020 it morphed into History Month and, because of COVID, became an all-digital event. In 2022 we hope that it will be a mixture of digital and on-site events and projects. There is a standalone website. History Month is meant to build general public awareness of the ~350 historical societies across Victoria however the historical societies do need enticement and encouragement to take part. In the past the RHSV has been very weak in promoting History Month to mainstream media for public awareness and I'd like this to change.

THE POSITION

The History Month Project Officer will have strong marketing and administrative skills to work on accumulation of events and then the promotion of those events. Once the month has finished there is a small amount of work in preparing a report and recommendations for improvements to the process, and archiving any material from the year's work.

Whilst some of this role can be achieved whilst working at home, our preference is to have the successful applicant work from the RHSV's home at 239 A'Beckett Street, Melbourne.

The role should take about 156 hours spread over May – early November inclusive.

The project officer will be responsible to, and work closely with, Rosemary Cameron, the Executive Officer.

THE JOB INCLUDES (but is not limited to) THE FOLLOWING:

- A. Promoting History Month to both potential event holders, media and to the general public who will attend those events;
- B. Updating the History Month website with events which involves seeking events from a wide range of sources
- C. The design, implementation and ongoing maintenance of effective administrative operations and workflow relating to the administration of History Month;
- D. Dealing with queries from the public, potential event holders, media.
- E. Creating media copy for the promotion of History Month whether through social media, listings, ebulletins, History News, external media.
- F. Providing a brief report on the project and its statistics, successes, failures, problems, media coverage etc

WHAT YOU WILL BE ABLE TO OFFER US:

- Excellent marketing skills
- Strong administration skills
- Confident computer skills mostly in Wordpress and social media.
- Excellent communication skills
- Unassailable attention to detail

FEE

The fee for the project is \$5000 plus holiday pay plus superannuation. We estimate this is about \$32 per hour plus on-costs.

APPLICATIONS CLOSE

5pm Monday 24 April, 2023

QUERIES AND APPLICATIONS SHOULD BE DIRECTED TO:

Rosemary Cameron

Executive Officer

Executive.officer@historyvictoria.org.au

+61 3 9326 9288 | 0400387877

Please send your curriculum vitae with a covering letter relating your experience to that which the RHSV is seeking. A curriculum vitae without such a covering letter will not be considered.

Please indicate clearly if you are applying for both or one of the Project Officer positions.