



## ROYAL HISTORICAL SOCIETY OF VICTORIA INC.

239 A'Beckett Street, Melbourne 3000

### PROJECT OFFICER (VICTORIAN COMMUNITY HISTORY AWARDS)

#### 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 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.

Since 2011 the RHSV and the Public Record Office Victoria (PROV) have conjointly organised the VCHA. The first VCHA was held at Toongabbie in 1998 and this year will be the 25th awards (it was not held in 2006). The competition was founded by the former government agency, Information Victoria, as part of its goal to connect with local communities across the state. The VCHA aimed to give support and recognition to projects with popular appeal from local communities and individuals.

The renaming of the highest prize worth \$5,000 as the Victorian Premier's History Award occurred in 2017. The VCHA report card after some 24 years is one of great success. The competition has lifted the standard of the genre, promoted a dazzling diversity of print and multi-media entries, delighted and strengthened local communities, and made a major contribution to the history of Victoria. This competition is unique in Australia. The awards are funded by the Premier's Department through PROV. PROV and the RHSV co-present the awards. The two organisations develop the rules, the awards, the application process etc together. However the RHSV has sole responsibility for the judging process and PROV organises the awards ceremony, the publicity and liaises with the Premier's Department.

#### THE POSITION

We are looking for someone with strong administrative skills to work on the application and judging process of the Victorian Community History Awards (VCHA) which are run annually. Applications open in May and close in early July when the judging process starts. Judging culminates in the Awards Ceremony which is held on 27 October, the key event of History Month.

The workload is not consistent as the process starts slowly with a couple of peaks. In the early months as applications dribble in there is probably only sufficient work to work 6 hours per fortnight. Most of the applications will be submitted in early July with a very busy 10 days as all entries are logged, sorted and then distributed to the judges.

Then there is another lull until the judging process is completed around the end of August. During this time some preparation for the awards ceremony and meticulous checking of details of all entries must be completed. September and October are spent in assisting PROV prepare marketing material and in preparing for the Awards Ceremony on 27 October 2023. Once the awards are announced 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. The role should take about 156 hours spread over mid-May – early November inclusive.

There are some non-negotiable times when the Project Officer must be available for work. Firstly for the period when the applications close and the projects are distributed to the judges (5<sup>th</sup> – 11<sup>th</sup> July) and also for awards ceremony itself, the afternoon and evening of Friday 27 October 2023.

The project officer will be responsible to, and work closely with, Rosemary Cameron, the Executive Officer. He/she will also work with the Chair of the judging panel and with officers from the Public Record Office Victoria with whom we partner in organising and presenting the VCHA.

Whilst some of this work can be completed from home our preference is to have the Project Officer work from the RHSV office at 239 A'Beckett Street, Melbourne.

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

- A. Promoting the VCHA;
- B. Maintaining meticulous records of entrants and their entries;
- C. The design, implementation and ongoing maintenance of effective administrative operations and workflow relating to the administration of the VCHA;
- D. Dealing with queries from the public;
- E. Assisting the judging panels as required;
- F. And managing the RHSV's presence at the VCHA Awards ceremony.

**WHAT YOU WILL BE ABLE TO OFFER US:**

- Unassailable attention to detail (this is the deal-breaker!)
- Proven administration work experience
- Confident computer skills mostly in Word, Wordpress and Excel.
- Excellent communication / marketing skills

**FEE**

The fee for the project is \$5,000 plus superannuation and holiday pay. 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.