



## RHSV Position Description

Bookshop Assistant (volunteer)

### Job title

Bookshop Assistant (volunteer)

### Who we are

The **Royal Historical Society of Victoria** is an active not-for-profit, membership-based (over 1300 members), collecting organisation that operates as Victoria's largest historical society and as a peak body for ~340 affiliated societies. We manage a range of activities including a bookshop, public events, an exhibition gallery, room hire, membership subscriptions, a large member-based group insurance scheme, the Victorian Community History Awards, Holsworth grants, History Month, seminars webinars and workshops, outreach activities outside Melbourne and the publication of various books, journals and newsletters. We support commercial and private research.

### Our collection

Our collection of Victorian history began in 1909 and has absorbed over the years other collections, notably the Royal Geographic Society of Australia (VIC) and part of the Genealogical Society of Victoria's library. It has been through many iterations but now it is a mostly paper-based collection with a small number of objects and paintings. The two most significant parts of the collection are its manuscripts and its images collections (glass negatives and slides, postcards, photos, maps, transparencies, albums, stereographs etc).

### The bookshop

The RHSV runs History Victoria Bookshop, which focuses on the history of Victoria. It is both a bricks and mortar bookshop and on-line. We have a diverse selection of books that is particularly strong in Indigenous History. Many of our niche books are not found elsewhere. We also sell second hand and antiquarian books. The bookshop has doubled its sales over the last 5 years and we would like to see this growth continue, indeed, we'd like to see the growth rate increase. There are many opportunities for innovation and ideas.

### The opportunity

There is a team of volunteers who work in the bookshop and they can be generalists or have one very specific role – whatever they feel comfortable doing. Each volunteer will probably start the shift packing books for postage but then they would take on one or more of the duties below.

**Responsible to:** Emily Maiolo, our Administrator, will supervise the bookshop assistant.

### Duties

Under general direction undertake a range of tasks related to the bookshop including:

- Packing books to post out from online orders and taking them to the post office.
- Emailing customers to inform click and collect orders are ready.
- Uploading new books to the website.
- Uploading second hand books to the website. This includes looking up the titles, finding prices and descriptions for the books.
- Pricing books and putting them in the bookshop.
- Making sure all books are on display and the display looks gorgeous!

- Changing the way we display the books every so often to keep it fresh.
- Tracking monthly sales.
- Contacting consignment authors about invoices and re-orders.
- Checking historical society newsletters and reaching out about new publications.
- Checking the publishing houses' websites for new Victorian history publications.
- Adding links for good book reviews to the website.
- Feeding material to our marketing officer for social media and ebulletins
- There will be some email interaction with customers and authors but volunteers don't have to sell books across the counter or handle credit cards and cash.

### Skills & knowledge required

- Strong proficiency in using computers.
- Proficiency in using Microsoft Office, particularly word and excel.
- Experience in using WordPress or confidence to learn how. You will be working in the backend of our Wordpress website and in our Zoho database. If you are tech-savvy this is easy to pick up and we'll train you.
- Web searching skills.
- Diplomacy and tact in dealing with authors and customers.
- Attention to detail.

### Time Commitment

We prefer volunteers to commit to at least one shift per week (a shift might be 4 – 7.5 hours) on a regular day. Having said that, we understand that our volunteers do need flexibility that we are happy to accommodate when we can.

### Conditions

This is a part-time volunteer position that is ongoing. We support volunteers with training and skills development where desirable.

Office hours are 38 hours per week with the office open from 8:45am – 5pm, Monday to Friday.

The office closes for 2 weeks over Christmas/New Year.

### Location

Royal Historical Society of Victoria @ 239 A'Beckett St, Melbourne VIC 3000. Our home is an unusual 1938 heritage-listed Drill Hall close to Queen Victoria Market and about 150m from Flagstaff Station.

### Applications

Please email Emily Maiolo (Administrator) at [office@historyvictoria.org.au](mailto:office@historyvictoria.org.au) with a copy of your Volunteer Expression of Interest, or fill out the online form here: <https://www.historyvictoria.org.au/support/become-a-volunteer/>

### Applications close

This is an ongoing recruitment process