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**PROJECT OFFICER POSITION DESCRIPTION**

The Royal Historical Society of Victoria is looking for a part-time project officer to work the FTE of 8 weeks from approx May to November in Murrindindi Shire.

**If you are a tech-savvy person with librarian skills looking for a part-time project-based position, living in Murrindindi Shire, we would like to meet you.**

**WHO ARE WE AND WHAT DO WE DO?**

We are a membership-based organisation (1,000 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 up 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 and History Week; 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.

This particular project is funded by the Foundation for Rural & Regional Renewal to train the volunteers who run the 4 historical societies in Murrindindi Shire how to create digital catalogues and to scan and digitise their collections. We will focus on their documents, manuscripts and photos.

The 4 historical societies are Alexandra, Marysville, Kinglake and Yea.

**THE POSITION**

This is a new position so you will be creating the job as you go. Our staff have created a lot of training documentation for this project. The RHSV will buy two scanners (an A3 Flatbed Scanner and one a document scanner) which will become the shared property of the 4 historical societies once the project is finished.

We are looking for someone who understands digital cataloguing systems and is very comfortable with computers and scanners.

You will be responsible to the Executive Officer of the RHSV but will be working in Murrindindi.

The working hours and days will be negotiated to be mutually agreeable between the historical societies and the project officer - there is no set rule about how this might be done. As long as the project is finished by the end of 2019.

The total hours will be the full time equivalent of 8 weeks spread over 4 - 6 months. It will be necessary for a day’s work in Melbourne at the start of the project and then, at the end there will be time spent on evaluation and acquittal. Approx the equivalent of ~8 days will be spent with each historical society in training and helping them establish their catalogue.

The Digital Co-ordinator will be trained by the RHSV's Digital Officer (if necessary) in establishing digital filing structures, naming protocols, and scanning skills and then they, in turn, will conduct training sessions for the volunteer workers at the 4 historical societies in Murrindindi Shire. This training will be very hands-on and will begin with creating the electronic filing structure into which all scans will be stored. The RHSV has been preparing documentation for this project on scanning / digital catalogues.

Historical Societies are entirely run by volunteers and their resources vary greatly from one society to the next so you will be working with the full gamut of technical ability, computer-familiarity and understanding of cataloguing. Most societies will not be using the Dewey Decimal system as their collections are more made of photos, manuscripts, ephemera, objects etc. The collections will also vary hugely from society to society.

This is a small grant and we hope to leverage it to provide more resources for those 4 societies.

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

* Librarian skills
* flexibility in working hours
* willingness to drive
* your own car
* a deep understanding of computers and scanning equipment
* empathy and understanding and the ability to teach and make things explicable.

**APPLICATIONS CLOSE:**

5pm Friday 5 April March, 2019

**QUERIES AND APPLICATIONS SHOULD BE DIRECTED TO:**

Rosemary Cameron

Executive Officer

[Executive.officer@historyvictoria.org.au](mailto:Executive.officer@historyvictoria.org.au)

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***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.***