



## ROYAL HISTORICAL SOCIETY OF VICTORIA INC.

239 A'Beckett Street, Melbourne 3000

<b>Position</b>	<b>Collections Officer (Images), part-time, Royal Historical Society of Victoria</b>
<b>Responsible to</b>	<b>Collections Manager, Jillian Hiscock</b>
<b>Salary</b>	<b>\$39,000 (or FTE of \$65,000)</b>
<b>Hours</b>	<b>3 days per week (22.8 hours per week)</b>

### Who we are

The **Royal Historical Society of Victoria** is an active not-for-profit, membership-based, 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 opportunity

Under direction of the Collections Manager, the Collections Officer (Images) would undertake a range of tasks related to the RHSV Collection including research and analysis in order to describe and catalogue collection items; scan and digitise images; handle and store collection material; liaise and negotiate with donors and coordinate with stakeholders; represent the section; respond to public enquiries and assist with project development where necessary. The Collections Officer will be required to provide expertise and recommendations for development and management of the RHSV's Image collection, including the research and interpretation of this collection.

As we are a small organisation the role has curatorial elements too. This could include copyright, contributing to the planning of exhibitions, writing narratives, contributing to publications and interpreting the collection.

The Collections Officer (Images) will be required to work across multiple RHSV systems such as collection management systems (eHive, Archivemata, ATOM) and document management systems on a daily basis. The images collection catalogue is being migrated currently from InMagic DB/TextWorks to eHive.

The RHSV has a small paid staff and is largely staffed by expert and willing volunteers so all our staff need to be willing to work with, train, lead and direct this volunteer workforce.

### **Core Responsibilities**

**Under direction of Collections Manager undertake a range of tasks related to the RHSV Collection including:**

1. Accession, research and catalogue items with an emphasis on the origins and significance of collection material.
2. Register collection material and activities by documenting them on the RHSV's collection management systems (eHive / atom / archivemata).
3. Train, lead and direct adult volunteers in various roles supporting the collection.
4. Respond to client enquiries related to the image collection and provide information relevant to its historical and cultural significance; assist clients to access information on matters related to the RHSV's collection; use RHSV document systems to maintain appropriate documentation of donations, enquiries and other collection related matters.
5. Liaise with internal and external stakeholders and represent the RHSV as required.
6. Participate in team planning and training processes and contribute to the improvement of processes and procedures.
7. Manual handling and movement of a wide range of objects including but not limited to boxes, framed prints, photographic negatives and collection items as required.
8. Undertake independent and team-based research and collection based projects.
9. Contribute to the RHSV's research, exhibition and publications programs.
10. Participate in the planning and production of exhibitions and the preparation of exhibition items, and undertake related administrative and project tasks as required.

### **Selection Criteria**

**Applicants must respond to each of the following selection criteria in their application:**

1. Demonstrated experience working with object-focused museum collections, especially visual and digital sources including photographic formats and, to a lesser extent, film, video and audio.
2. Demonstrated experience using collection management software and electronic filing systems to record and track collection items and documentation.
3. Demonstrated ability to apply curatorial knowledge, skills and experience, particularly in the generation and development of ideas, to the development of exhibitions, public programs, writing for online and print forums in a museum environment, and the representation of the RHSV in public forums, including conferences and media moments.
4. Demonstrated ability to cultivate productive working relationships in, and across, small team environments and to use initiative and sound personal judgement. And the capacity to build collaborative relationships with a range of external stakeholders, and represent the RHSV in a range of formal and informal contexts.



## ROYAL HISTORICAL SOCIETY OF VICTORIA INC.

239 A'Beckett Street, Melbourne 3000

5. Ability to deliver business outcomes including strong organisational skills and demonstrated experience in setting task priorities, reporting on progress and paying attention to detail.
6. It is desirable that candidates have demonstrable and highly developed research and analytical skills in an area of Australian history.
7. Tertiary qualifications in a related discipline.

### Conditions

This is a part-time permanent position (salary \$39,000 plus 9.5% superannuation). The initial contract will be for 3 years, dependent on ongoing funding and with a 6 month probation period. We support staff with training and skills development where desirable. Our home is an unusual 1938 heritage-listed Drill Hall close to Queen Victoria Market and about 150m from Flagstaff Station.

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 and staff are required to take this time as part of their annual leave (usually 7 days annual leave excluding public holidays). We operate a TOIL system for over-time if needed.

All staff are required to have a current Working With Children Check.

### To apply

Send a covering letter addressing key selection criteria and your curriculum vitae to Jillian Hiscock, Collections Manager, [collections@historyvictoria.org.au](mailto:collections@historyvictoria.org.au)  
Enquiries can be made to Jillian on the above email or 03 9326 9288.

### Applications close

5.00 pm Tuesday 23<sup>rd</sup> of March, 2021