



ROYAL HISTORICAL SOCIETY OF VICTORIA INC.

239 A'Beckett Street, Melbourne 3000

Position	Archives Officer part-time, project-based (temporary)
Responsible to	Gidleigh Archivist*, Cathy Dodson
Salary	\$32.76 per hour or \$497.95 per week (2 days/week or 15.2 hours). The FTE annual salary would be \$64,911.60pa.
Hours	Flexible. Our preference is that the Archives Officer works two days (15.2hrs) per week for 3 Years however we are happy to accommodate other arrangements. It would be necessary that one of those days overlaps with the position's supervisor, Gidleigh Archivist, Cathy Dodson.

*The Gidleigh Archivist is so named to reflect the funding source for her work

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 an umbrella body for ~350 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, Women's History Month, 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 significant 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.

The opportunity

In 2023 the RHSV accepted a large collection from Heritage Consultant, Graeme Butler. The Butler Collection represents Graeme's working life in heritage over 50+ years. It is especially rich in photographs. We have also accepted a similar collection from Heritage Consultant, Alan Willingham but we are yet to take delivery of this second collection.

We have received funding to employ an Archivist for 5 days per week for 3 years to catalogue these two large collections. The 5 days per week will be split between Cathy Dodson, Gidleigh Archivist (3 days per week) and this new Archives Officer position which is 2 days per week.

Once the material has been catalogued, we have additional funding to mount two exhibitions (in the periods 2027 - 2028 and 2028 – 2029) which will be based on the Butler and Willingham Collections.

Cathy Dodson, Gidleigh Archivist, reports to the Collections Manager, Jillian Hiscock. Under the direction of Cathy Dodson, the Archives Officer would undertake a range of tasks related to the Butler and Willingham Collections including cataloguing items, handling and storing collection material; and creating finding guides. This work may also involve developing ideas and assisting the curator for the later exhibitions.

It will also include digitisation (both hi-res scans for conservation and low-res scans to be attached to the catalogue records).

The Archives Officer will be required to work across multiple RHSV systems such as collection management systems (eHive, Archivematica, ATOM) and document management systems on a daily basis.

Core Responsibilities

Under direction of the Gidleigh Archivist, Cathy Dodson, the Archives Officer will undertake a range of tasks related to the Butler & Willingham Collections including:

1. Develop, arrange and describe the Butler & Willingham Collections in accordance with accepted standards and practices.
2. Create finding aids using contemporary tools in accordance with national standards.
3. Register collection material by documenting through the RHSV's collection management systems (eHive / atom / archivematica).
4. Participates in development and implementation of policies and standards for the archives
5. As required supervises and trains adult volunteers, and/or interns.
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, and collection items as required
8. Digitisation, rehousing and cataloguing of image.
9. Undertake independent and team-based research and collection based projects.
10. Contribute to the RHSV's outreach program including, but not restricted to, research, exhibition and publications programs.
11. Assist a Butler & Willingham Collections Exhibition Curator/s (will be appointed in early 2027) in the planning and production of an exhibition and the preparation of exhibition items, and undertake related administrative and project tasks as required.
12. Other archival tasks beyond the Butler & Willingham Collections.

Selection Criteria

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

1. Demonstrated tertiary qualifications in a related discipline and at least 3 years' experience, as an archivist in paper-based museum/library collections.
2. Substantial knowledge of research methodology and demonstrated research experience.
3. Demonstrated experience using collection management software and electronic filing systems to record and track collection items and documentation.
4. Demonstrated experience with digitisation and electronic archiving
5. Demonstrated knowledge of archival and preservation concepts, methodology, and techniques.
6. Demonstrated ability to cultivate productive working relationships in, and across, small team environments and to use initiative and sound personal judgement.
7. 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.

Conditions

This is a part-time contract position for 3 years. Salary is \$32.76 per hour or \$497.95 for 2 days or 15.2 hours (FTE \$64,911.60) The contract will be for 3 years with a 3 month probation period. There are salary increases each year which reflect CPI.



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We support professional development where desirable. The Archives Officer will be supported in networking and liaising with professional bodies and archival, museum and library communities to maintain awareness of current developments in the industry.

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 1 week over Christmas/New Year and staff are required to take this time as part of their annual leave (usually 3 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 and to abide by the RHSV's Code of Conduct.

To apply

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

Applications close

5.00 pm Tuesday 30 July, 2024