



## ROYAL HISTORICAL SOCIETY OF VICTORIA INC.

239 A'Beckett Street, Melbourne 3000

<b>Position</b>	<b>Operations/Office Manager part-time</b>
<b>Responsible to</b>	Executive Officer, Rosemary Cameron
<b>Salary</b>	\$45.42 per hour or \$1,035.62 per week (3 days/week or 22.8 hours). The FTE annual salary would be \$90,000pa.
<b>Hours</b>	3 full days (22.8 hours) on site. Preferred days can be negotiated

### 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 historical societies. We manage a range of activities including a bookshop, public events, an exhibition gallery, 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.

We do not receive Government funding and are supported fully by our members and friends through a range of income-earning activities and philanthropy.

We have a small staff (about 5.7 FTE) and a large number of volunteers who work mostly on our collection and on our committees/Council. The Council is our governing body and there is a raft of committees – both advisory and operational – which sits under Council.

### OUR COLLECTION

Our significant collection of Victorian history began in 1909 and has absorbed, over the years, other Collections. It has been through many iterations but now it is a mostly paper-based collection with a small number of objects and paintings.

### THE OPPORTUNITY

This is a new position.

We have a very flat staff structure This position straddles a diverse area of responsibility and, whilst it is mostly managerial, there will also be hands-on work. This is true of all the staff positions at the RHSV – a necessity in running a small-medium business.

### CORE RESPONSIBILITIES

*Applicants should address each of the three main areas of responsibility outlined below in their application.*

The Operations / Office Manager's main role is supporting the Executive Officer in managing all areas of:

- IT Management;
- Property and facility management and development;
- Project Management.

The Operations / Office Manager has the responsibility for ensuring that the management of the society's IT, property and facilities and projects / events are conducted efficiently and ethically in accordance with established standards and such that all statutory and compliance obligations are met.

The broad nature of this position means that other projects and tasks will from time to time fall into the responsibility of this role, and the Operations / Office Manager must be able to manage time and resources to meet deadlines and negotiate favourable outcomes in the best interests of the society.

The Operations / Office Manager will be responsible for implementing a sustainable system of records management that will allow access in future years to key personnel, asset and policy decisions.

*What this means on a day to day basis:*

## **IT MANAGEMENT**

### **Background:**

The RHSV currently has two standalone websites: our main RHSV website and also History Month's website (both Wordpress). Further websites may be developed. RHSV events are often hybrid – both live in person and delivered via Zoom. All our Council and committee meetings are hybrid. We are undertaking a large and ongoing project to digitise our collection. Our collection software is Ehive linked to Archivematica and ATOM. Our CRM is Zoho. We have ~ 30 networked computers – mostly laptops.

### **Responsibilities:**

- Manage the contracting / outsourcing of support for our IT network
- Ensure our websites, CRM, collection software, other software and hardware are current and fit-for-purpose
- Investigate and make recommendations on the potential use of new technologies to improve the Society's operations
- Manage our websites and ensure they are up-to-date and accurate.
- Manage the purchase, maintenance and replacement of all IT-related equipment

## **PROPERTY AND FACILITY MANAGEMENT AND DEVELOPMENT**

### **Background:**

Our home, the Drill Hall is state government owned and is managed by their appointed building managers, JLL. The RHSV leases approximately half the building. Rental of our spaces for events, rehearsals, meetings etc is an important part of our income and is to be encouraged and expanded.

### **Responsibilities:**

- Oversee the management of contracts such as cleaning, security and other services including budgeting, energy efficiency and health and safety compliance
- Maintain the RHSV Asset Register and create a schedule of planned maintenance and replacement of assets
- Manage relationship with our landlord, the Department of Planning, and with JLL, the building managers
- Manage relationship with the Drill Hall's co-tenants
- Manage RHSV sub-tenants and outside hires of our space
- Liaise with external organisations– whose work may impact on our building



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- Manage relationship with Melbourne City Council (ie illegal parking, graffiti, lane cleaning etc)

### EVENTS AND PROJECT MANAGEMENT

#### Background:

##### RHSV events:

- a program for members, friends and the public. Our events include lectures, seminars, book launches, exhibition launches, curator talks, guided walking and building tours, a biennial conference, occasional fundraising events (maybe 1-2 pa), History Month and the Victorian Community History Awards and Women's History Month;
- We also hold events across Victoria (seminars organised by the Historical Societies Support Committee);
- We partner with many like-minded organisations to present events (National Archives of Australia, Engineering Heritage Victoria, C J La Trobe Society, Professional Historians Association, other historical societies etc);
- The events can be purely in-person (launches), hybrid (lectures) or purely Zoom (talks, training and clinics);
- We have a small gallery for which we develop an exhibition (1-2pa), These are scheduled from now until 2029.

##### Hirer events:

- our spaces are hired by other organisations and individuals for events which are mostly similar in format to our own events

##### RHSV publications:

- The RHSV publishes a number of books, a journal and various hard copy and digital newsletters This position's involvement varies but includes responsibility for the distribution of RHSV books and printing and distribution of *The Victorian Historical Journal* (VHJ) and *History News* in partnership with the Publications Committee.

#### Responsibilities:

- Onsite and offsite events: plan and manage scheduling, budgets, staff hire, IT & equipment, catering, production of PowerPoints, bump-in and bump-out of events, attend events in managerial role etc. We engage casual events assistants to help with events.
- Exhibitions: plan and implement exhibitions including appropriate time-lines and budget, personnel, contracts and marketing (in partnership with Marketing Officer), production, launch and VIP invitation lists. Organise and manage inter-institutional loans, permissions and acknowledgements.
- Publications: manage the distribution of RHSV publications including provision of storage, marketing (in partnership with the Marketing Officer) and promotional events. Organise printing of some of the RHSV publications.

- Other activities: take a key hands-on role in ensuring the delivery of conferences, seminars, fund-raising activities, History Month, the Victorian Community History Awards, Women's History Month as determined by the Executive Officer.

## **SELECTION CRITERIA**

Although the core responsibilities of this position seem diverse, all three areas require similar attributes. *Applicants must respond to each of the following selection criteria in their application:*

- Experience in and demonstrated ability to manage IT networks;
- Demonstrated time-management skills and ability to manage multiple projects at one time, prioritising tasks to bolster operational efficiency;
- Demonstrated ability to develop project budgets ensuring profitability and cost management;
- Experience in planning, executing, setting project goals and monitoring project progress, collaborating with stakeholders, managing project resources, and developing mitigation strategies;
- Demonstrated ability to collaborate, manage, and interact with a wide range of different people and external partners;
- Demonstrated interpersonal skills which both inspire and motivate and, when necessary, manage conflict;
- Demonstrated ability to foster a positive workplace, and engage employees and volunteers in a safe, healthy and respectful working environment;
- Demonstrated ability to align the operations with the overall strategic goals of the organisation.

## **CONDITIONS**

This is a part-time contract position for 3 years. Salary is \$45.42 per hour or \$1035.62 for 3 days or 22.8 hours (FTE \$90,000pa) The contract will be for 3 years with a six-month probation period. There are usually salary increases each year which reflect CPI. Applicants should be aware that, in the unlikely event that the RHSV suffers a downturn in funding, the contract could be cancelled before the 3-years expire.

We support professional development where desirable. The Operations/Office Manager will be supported in networking and liaising with professional bodies and appropriate communities to maintain and build skills and networks.

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 (ie for out-of-hours events).

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 the three core responsibilities, key selection criteria and your curriculum vitae to Rosemary Cameron, Executive Officer, [executive.officer@historyvictoria.org.au](mailto:executive.officer@historyvictoria.org.au)  
Enquiries can be made to Rosemary on the above email or 03 9326 9288.

## **APPLICATIONS CLOSE:**

5.00 pm Tuesday 28 January, 2025