

May 2026

Position Description

Midnightsky

Project Officer (Schedule wrangler and project tamer)

Overview

- **Become one of our schedule wranglers and project tamers. Keep the trains running on time while Midnightsky makes sure the trains are travelling in the direction of a better world.**
- **Use your organising and scheduling gifts to accelerate the work of our clients in health, the environment, education and ethical business sectors.**
- **Transferable skills welcome.**

Job type: Permanent part time, 15 hours per week spread out over 4 days.

Salary: \$60 - \$75K paid pro rata. This gives a gross annual salary of approximately \$24 - 30K for the 15 hour work week, plus superannuation.

Location: On-site at a spacious office located in a warehouse in the heart of Fitzroy, excellent public transport. Tuesday and Thursday are onsite working days with the possibility of some remote work by arrangement.

Time frame: Start date as soon as possible. Applications being shortlisted and interviewed as received - first suitable candidate will be appointed to the role.

Midnightsky values diversity and equity. We welcome members of the LGBTQI community. We acknowledge First Nations peoples as the traditional custodians of the land now called Australia. We are a family friendly employer.

About Midnightsky

Midnightsky is a small consultancy established in 2004. Our goal is to build cultural, social and economic prosperity for the community through supporting organisations to get perspective and clarity. We work exclusively to accelerate the work of people who lead projects or organisations that contribute to our vision of a balanced, knowledgeable and self-aware society.

We have 3 service offerings:

- Strategic Planning – helping organisations develop and capture their strategic plan
- Facilitation – running workshops to help groups solve complex problems
- Strategic Narrative Development – developing a narrative that engages key stakeholders in an organisation’s product, project or service offering.

Our recent clients include: Our Watch, The Royal Children’s Hospital, Gunaikurnai Traditional Land Owner Management Board, Box Hill Institute, TAFE Gippsland, the Australian Queer Archives, Chisholm Institute, Uniting Age Well, The Royal Women’s Hospital, The Nature Conservancy, The Queen Elizabeth Centre, Tenants Victoria and the City of Melbourne.

Having a clear strategy, crafting a narrative that makes that strategy compelling, learning how to capture people’s imaginations as you tell the story and getting a diverse community of people to agree on how to do the things they need to do to create a more vibrant, inclusive and sustainable world are all critical to your organisation’s success.

It was under the midnight sky that we first created the stories that have shaped all of our lives. When we started travelling great distances, we looked to the night sky to help us safely find our way. Today we are in need of the human gift of clear direction that is shared through a great narrative more than ever.

Read more about our approach on our website: www.midnightsky.com.au

MIDNIGHTSKY

Our Vision:

A balanced, knowledgeable and self-aware society

Balanced

A balanced society exists where essential human needs are met and different areas of human activity combine to form a stable living environment.

Knowledgeable

A knowledgeable society exists where people are empowered to think critically and act upon issues that affect the health of their society.

Self-aware

A self-aware society exists when people are conscious of the motives for individual choices they make and understand how their behaviour affects themselves and others.

Our Role:

To focus, amplify and accelerate the good work of like-minded organisations.

Our personality:

Open

We seek out the possibility and potential that surrounds us. We are ready to listen and to challenge our own assumptions. We love being part of the conversation for us it means exchanging new ways of thinking and better ways of doing.

Direct

We speak simply and with confidence because we value honesty, clarity and straightforward communication.

Bold

We dare to think and act differently to try to succeed and learn from our mistakes. We see our work as contributing to societal change and we strongly believe in the value of what we do. This belief is fuelled by our imagination, passion and a healthy dose of humour.

Bright

We are knowledgeable, smart and full of ideas. Our experience allows us to combine intuition with relevant facts when we assess a situation. Our expertise transforms our thinking into tangible results.

PROJECT OFFICER

About the role

The role has three key tasks: managing projects, client relationships and office management.

Midnightsky is currently seeking an additional Project Officer to join our studio and to keep the consultancy projects humming! We are looking for someone who can wrangle a project timeline whilst keeping an eye on the overall studio workload. You need to be smart, have an attention to detail and enjoy working as part of a small close team. You will report to the business owner/lead consultant and work alongside an existing Project Officer and so will need to communicate well with colleagues to share project responsibilities.

Responsibilities

- Project management
 - Work closely with the team to have a detailed understanding of all the tasks and workload required of each of the allocated projects in the studio.
 - Understand the details of the different kinds of projects and develop a detailed project timeline for each relevant project.
 - Manage the progress against the detailed timeline, including scheduling meetings and allocating working time in the Director's calendar against the projects. Ensuring each stage of a project is completed on time.
 - Take responsibility for the management of the overall studio calendar taking into account all the activities across the week including client time, creative time, administration and business development.
 - Work with the Director to ensure resources are in place for the workload.
 - Ensure the studio calendar/tasks are well understood and the progress is communicated to everyone through Teamwork and through a daily email.
 - Trouble-shoot and provide solutions when the tasks cannot be met, workload is exceeded, or the deadline cannot be met.
 - Look for system improvements and work with the Director and Studio Administrator to implement.
 - Draft proposals, briefs and reports as required for new and existing projects.
 - Work independently with an attention to detail.
 - Familiarity with the following computer programs
 - An Apple Mac System
 - Teamwork
 - SurveyMonkey
 - Microsoft Office
 - Zoom/Teams
 - Miro
 - AhaSlides

- Client management
 - Liaise with clients as required by the team on project tasks and scheduling.

- Build strong relationships with clients, anticipating and meeting their needs.
- Office management
 - Assist with other general office tasks as required and work with the Studio Administrator on tasks that cross over between Projects and Administration, such as invoicing clients and maintaining spreadsheets on project workflow.
 - Monitor and manage leasing and insurance for Midnightsky.

Key selection criteria

1. Previous experience as a project officer, administrative assistant or studio manager.
2. Exceptional communication and interpersonal skills.
3. Exceptional time management and organisational skills.
4. Demonstrated attention to detail.
5. An ability to work as a part of a small team, all of whom work part time.
6. Demonstrated commitment to a balanced, knowledgeable and self-aware society.

Position Details

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How to Apply?

Submit:

- Your cover letter
- Your resume

Your cover letter should:

- Be addressed to Luke Hockley, Director of Midnightsky.
- Respond to the key selection criteria from Position Description (see above).
- Overview your interest in working to help us achieve our vision (A balanced, knowledgeable and self-aware society).
- Outline key experiences you have had in project management that demonstrate your skills in time management and organisation.