



Position Description

Finding Her Research Hub Coordinator

HER PLACE WOMEN'S MUSEUM

Her Place Women's Museum is Australia's preeminent women's museum. Her Place is the go-to hub for stories, debates and advocacy of Australian women's achievements. We make women visible through exhibitions, education and digital innovation. We are transitioning from start-up to a sustainable, multi-stream organisation. We seek a Finding Her Research Hub Coordinator to lead the growth of our fee-for-service business and help build a genuinely diversified, sustainable income base.

ABOUT US

Her Place holds full DGR status and is registered with the ACNC. We operate from Studio 1.28 at the Abbotsford Convent, Melbourne, where our permanent museum sits alongside a program of exhibitions, public events and partnerships.

OUR IMPACT

- Australia's leading women's museum - exhibiting and partnering to drive gender equality.
- Finding Her — an interactive digital map commemorating Victorian women, developed in collaboration with Geographic Names Victoria
- The Finding Her Research Hub, providing fee-for-service research to councils and developers on gender-equitable place naming
- She Leads In Conversation — a public program series featuring prominent Australian women

THE ROLE

The Finding Her Research Hub Coordinator leads the delivery and growth of Her Place's fee-for-service research and advisory service to Councils and developers on gender-equitable place naming. This is a hands-on role combining business development with delivery: you will pitch and win council/developer work, deliver it to the standard our methodology requires, and be the public face of the Hub in Melbourne. This role is central to the organisation's delivering on its mission and driving sustainability. The role reports to the Executive Director.

KEY RESPONSIBILITIES

- Build and manage a pipeline of council, developer and individual clients across Victoria, including responding to inbound enquiries and proactively pitching Her Place's services
- Lead delivery of Finding Her Hub research and community engagement projects for clients, contracting and managing external expertise when required.



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- Negotiate and manage service agreements and client relationships, from first contact through to project delivery and reporting
- Maintain and grow the relationship with Geographic Names Victoria (GNV) and other government and sector partners.
- Work towards an agreed annual revenue target and report progress regularly to the Executive Director and Board
- Contribute to maintaining the accuracy and currency of the Finding Her digital map and archive
- Represent Her Place at council roadshows, conferences and sector events as required

KEY SELECTION CRITERIA

- Demonstrated experience in business development, consulting or client-facing service delivery, ideally with local government, planning or the public sector
- Genuine knowledge of, or strong interest in, gender equity, place naming, public history or a related field
- Confidence pitching services, negotiating agreements and managing client relationships independently
- Strong research, writing and presentation skills
- Based in or able to regularly attend Melbourne and the Abbotsford Convent — this is a genuine requirement of the role, not a preference
- Ability to work independently and adaptively in a small, evolving organisation
- Highly regarded: existing relationships within Victorian local government or with State Government including the Office for Women and DTP.

EMPLOYMENT DETAILS

Reports to: Executive Director

Contract: Two-year employment contract

Hours: 0.6 FTE (approx. 22.8 hours per week), hours as agreed across the week

Probation: 3 months

Location: Abbotsford Convent, Melbourne, with regular on-site presence required

Remuneration: \$80,000–\$90,000 pro rata (0.6 FTE), commensurate with experience

HOW TO APPLY

If you're inspired to help shape the future of gender equity, Australian culture and support the achievements of women and gender-diverse peoples, we would love to hear from you.



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Please send a copy of your CV and a cover letter addressing the key selection criteria above.

Applications that do not address the Selection Criteria will not be considered for shortlisting.

Applications close Monday 31 August 2026, midnight.

You can apply through the job listing on ethical jobs:

<https://www.ethicaljobs.com.au/members/HerPlaceWomensMuseum>

Subject: Application — Finding Her Research Hub Coordinator

For enquires please contact Executive Director, Justine Dalla Riva at justine.dallariva@herplacemuseum.org.au