



Position Description

Administration & Communications Assistant

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 an Administration & Communications Assistant to support our small team's operations, communications and engagement as we grow.

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 Administration & Communications Coordinator provides operational, communications and engagement support. This is a varied, hands-on role at the centre of a small, growing organisation — you will help keep the museum, the Board and our communications running smoothly. The role reports to the Executive Director, who retains strategic oversight and final sign-off on key content.

KEY RESPONSIBILITIES

- Manage social media content production, scheduling and community management across Instagram, Facebook and LinkedIn, under the Executive Director's oversight and direction
- Coordinate Her Place's monthly e-newsletter (Her Word), event promotion and Patron Program communications
- Provide board paper coordination and support for Board and committee meetings
- Support the marketing and administration of the Finding Her Research Hub



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- Manage subscriptions, creditor accounts and general office administration
- Support the coordination and logistics of the volunteer program
- Provide general operational support to the Executive Director as required

KEY SELECTION CRITERIA

- Experience in an administration, communications or marketing support role, ideally within a small team or not-for-profit
- Confident using social media platforms (Instagram, Facebook, LinkedIn) and content scheduling tools
- Strong written communication skills, with good attention to detail
- Well organised, able to manage competing administrative tasks with minimal day-to-day supervision
- Strong skills across administration and communication-based software packages (i.e. Canva, Mailchimp, google workspace)
- A genuine alignment with Her Place's mission and values

EMPLOYMENT DETAILS

Reports to: Executive Director

Contract: Two-year employment contract

Hours: Part-time, 0.4FTE hours as agreed across the week

Probation: 3 months

Location: Abbotsford Convent, Melbourne, with some flexibility for remote work by agreement

Remuneration: Commensurate with experience, in line with the applicable Award

HOW TO APPLY

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

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

Applications close Monday 31 August 2026, midnight.

You can apply through the job listing on ethical jobs:

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

For enquiries, please contact Executive Director, Justine Dalla Riva at

justine.dallariva@herplacemuseum.org.au