

FINDING HER

Biography Template

Recording the lives and achievements of significant Victorian women

Her Place Women's Museum · herplacemuseum.com

How to complete this form

This form is about recording the lives of women, and not all women have the same amount of history written down. Some have extensive records; others may live only in family stories or community memory. All of it matters.

- ✦ **Fill in what you can:** If you don't know something, leave it blank or write 'Unknown at this time'. Cite your source wherever possible.
- ✦ **Use all kinds of sources:** Official records (newspapers, books, archives, letters, photos), family or community knowledge (stories, interviews, oral history), and life experience all count equally.
- ✦ **Focus on what she learned and achieved:** Include formal education, community learning, and life experience. Record her contributions to family, community, work and society – whether one major achievement or many small actions.
- ✦ **Include quotes if you can:** Quotes show her voice, values and personality. Always note the source.
- ✦ **Record how she is remembered:** Awards, streets, buildings, plaques, community honours – if nothing formal exists, explain how her work continues to have an impact
- ✦ **Be respectful and inclusive:** Use her preferred name, identity and pronouns if known. Respect culture, traditions and knowledge – especially for First Nations women.

There may be pieces missing – record what you can. Every detail helps us recognise and celebrate her story.



Short Directory Entry – 150 words

Concise summary for use on the Finding Her map, directory listing or online profile. Complete this section first – it will inform the full biography below.

Name	
Commemoration name e.g. Ella Bauci Memorial Stone, Aunty Liz Mural, Kathleen Road	
Location – address	
Location – latitude / longitude	
Known for	
Key contribution	

Legacy	
Family contact information For verification purposes only – not for publication	
Photograph – photographer credit	

1 Full Name

Full name	
Maiden name née – if applicable	
Other known names e.g. Aunty Marge, pen name, married name	
Year of birth – year of death	

2 Primary Roles / Identifiers

List 1–5 key roles in order of significance, e.g. Artist, Nurse, Community Leader, Educator.

Role 1	
Role 2	
Role 3	
Role 4 Optional	
Role 5 Optional	

3 Opening Quote – Optional

A quote that reflects her philosophy, values or approach. Always note the source.

Optional quote – A quote that reflects her philosophy, values, or approach

”

Source / year:

4 Overview

Write 2–3 sentences summarising her main contributions and impact. This will appear as the opening paragraph of her story.

Summary – 2–3 sentences covering her main contributions and lasting impact

5 Early Life and Influences

Date and place of birth	
Parents' names and occupations	
Siblings / extended family	

Childhood environment and upbringing

Early influences – Grandparents, mentors, community, culture, Country

Key formative experiences

6 Education and Learning

Record all forms of learning – formal, informal and life-long. Informal education is equally important. This may include formal qualifications and schooling; learning on Country, family or community traditions; self-directed or experiential learning; and life-long learning that shaped her values or mastery in her field.

Formal education or qualifications – Schooling, apprenticeships, professional training – especially note if she was one of few women in her field

Learning on Country, from family or community – Guidance from Elders, mentors, peers, cultural traditions

Self-directed or experiential learning – Practice, experimentation, life experience

Life-long learning – How ongoing learning shaped her values, approach or expertise

Optional quote – A quote that reflects her philosophy, values, or approach

“

Source / year:

7 Career, Contributions and Achievements

Chronological career highlights or contributions

Leadership roles and initiatives established

Programs, services or projects developed

Barrier-breaking or first-in-field achievements

Advocacy, social reform or cultural contributions

Optional quote — A quote that reflects her philosophy, values, or approach

“

Source / year:

8 Challenges and Context

Understanding the obstacles she faced helps tell the full story of her achievement.

Obstacles or barriers faced — Gender, cultural, disability, social, political, financial

How she navigated or overcame these challenges

9 Community Impact and Legacy

Institutions, programmes or services still operating today

People influenced or mentored

Broader social, cultural or structural change

Awards, honours or recognition received

Optional quote — A quote that reflects her philosophy, values, or approach

“

Source / year:

10 Later Life

Activities in later years — Mentoring, advocacy, art, volunteering

Date and place of death

Age at death

Enduring impact or legacy

11 Commemoration — Optional

Record any existing public commemorations. If nothing formal exists, note how her work or life continues to have an impact.

Roads, bridges or geographic features named in her honour — Include location and VicNames registration number if known

Statues, plaques or memorials — Include location and significance

Other forms of commemoration — Buildings, murals, scholarships, prizes, events

12 Acknowledgement

Authors / contributors of biography	
Consultation sources Family, organisations, community, archives	

13 Photograph / Image — Optional

Where possible, images should be high resolution (minimum 300 dpi / 1500px on the shortest side). Confirm copyright and permission to use before submitting.

Description of image	
Photographer	
Collection / Courtesy of e.g. State Library Victoria, family collection	
Permission to use confirmed? Yes / No — do not submit without confirmed permission	
Image filename	

14 Primary Resources

Most authoritative sources — e.g. family records, institutional archives, interviews. Include at least 2.

Primary resource 1	
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Primary resource 2	
Primary resource 3	

15 Further Resources and References

Books and publications

Publication 1	
Publication 2	
Publication 3	

Films, documentaries and recorded interviews

Film / recording 1	
Film / recording 2	

Archival collections and library holdings

Archive / collection 1	
Archive / collection 2	

Online resources

Include full URLs where available.

Online resource 1	
Online resource 2	
Online resource 3	

Style note
Use [Australian English](#) spelling throughout: programme, organisation, honour, recognise, colour, behaviour.