



# ROLE DESCRIPTION

## Archivist

### POSITION

College Archivist

### ROLE

The Archivist assists the Head of College in developing and nurturing positive and supportive relationships across the broad College family that contribute to an understanding and appreciation of our heritage and collective commitment to the College's Mission and ethos. Responsible to the Head of College, the primary role of the College Archivist is to ensure that the heritage of the College is collected, preserved, documented and exhibited.

### LOCATION

The Archivist will be located in the Tower

### RESPONSIBLE TO

The Archivist is responsible to the Head of College with functional relationships with the Marketing and Communications Officer, Events Coordinator, Community Engagement Officer and Members of the College Leadership Team as necessary. The primary role of the College Archivist is to ensure that the heritage of the College is collected, preserved, documented and exhibited.

The College Archivist will be responsible for developing, maintaining and implementing archive policies and procedures. The College Archivist will manage the College Archives by collecting, accessing, preserving, conserving and restoring where necessary, records pertaining to the function and general operation of the College. The College Archivist will need to exhibit a personal commitment to the mission and vision of Marist College Ashgrove and work within the confines of Commonwealth Privacy Legislation.

### FUNCTIONAL RELATIONSHIPS

Prime responsibility to Head of College and Deputy Head of College and other members of the College Leadership Team, as appropriate. The Archivist will have relationships with the Events Co-ordinator, Marketing & Communications Officer, Community Engagement Officer and others as needed.

### Position Responsibilities

The Archivist is responsible for digitising, collecting, accessioning, preserving,

conserving the restoring of records, and the display of materials pertaining to Marist College Ashgrove Archives, and is required to:

### 1. General Matters:

- Develop, maintain and implement archive policies and procedures approved by the Head of College that are necessary to support the College Archives;
- Evaluate records and archival material for preservation and retention;
- Organise the accessioning, arranging and describing all archival material received;
- Maintain safe and secure storage and environmental conditions of archival material;
- Identify appropriate methods for protecting and preserving collections;
- Ensure compliance with relevant legislation and policies in regard to the retention, maintenance, security of and access to College documents and records;
- Train and supervise any volunteers from the College community including Gap students, parents or others who may assist in the College Archives;
- Provide memorabilia as requested within the College community. The Archivist is responsible for the collecting, accessioning, preserving, conserving and restoring of records pertaining to Marist College Archives.
- Provide research services to the College community who have research enquiries about any aspect of the College's history;
- Propose and participate in regular activities to promote the history and heritage of the College;
- Propose and participate in activities that raise awareness of the existence and maintenance of the College Archives;
- Assist the Development Manager and the Communications Manager in promoting the historical, cultural and social significance of the College Archives within the wider College community, including the researching of material for inclusion in College publications, website and other communications.
- Provide research services to the College community who have research enquiries about any aspect of the College's history
- Display the history of the college around the college as directed by the Head of College.

### PERSONAL QUALITIES

The qualities of the person fulfilling this role would include:

- Professional and personal integrity;
- Attention to detail;
- Outstanding communication at all levels;
- Well-developed computer skills;
- Strong cooperative and collaborative behaviour;
- High integrity and confidentiality;
- Flexibility and open-mindedness;
- Proactivity and innovation; and
- Being both a leader and a team player.

## SKILLS AND ABILITIES

The Archivist the following knowledge, skills and/or ability:

- Ability to work within a team and communicate clearly;
- Ability to work autonomously, prioritise work and deliver to deadlines;
- Ability to be flexible and manage competing demands;
- Highly developed computer and word processing skills together with an ability to manage databases;
- Experience in working with a variety of stakeholders;
- Ensure that confidentiality is maintained at all times.
- Energy and creativity.
- An ability to think strategically and to plan effectively.
- Outstanding inter-personal skills.
- An ability to be a self-starter and work well independently as well as collegially.
- High standards of integrity and reliability.
- A thorough knowledge of contemporary philanthropic/fundraising methods including an ability to utilise modern technologies to market effectively.
- Ability to attend regular commitments outside of office hours;
- High quality writing skills
- Strong organisational skills, including the ability to prioritise and manage work with attention to detail;

## PERFORMANCE REVIEW CONDITIONS

The appointee to the position of College Archivist will be required to participate in the annual performance review program.

## CONDITIONS OF EMPLOYMENT

The appointee to the position of College Archivist will be required to work 38 hours per week with typical hours from 8:00 am to 4:06 pm. However, flexibility will be required in these hours. Remuneration will be dependent on qualifications and experience. A three-year contract with a further three years on the successful completion of a comprehensive performance review.

### Archive Administration

- Develop, maintain and implement archival policies and procedures necessary to support the College Archives including a School Archive Policy and a Records Retention Schedule.
- Oversee and coordinate the collection, sorting and cataloguing of archival material (records and artefacts) in accordance with professional standards and practices.
- Establish and maintain an accurate database of all materials included in the College's historical collections.
- Ensure appropriate conservation work is carried out on items in the collection when required.
- Frame, ready for display, and display relevant historical photos and artefacts

## Electronic Conversion and Ongoing Maintenance

- Initiate and develop a program for conversion to an electronic document records management system that will provide the College with efficient, consistent and user-friendly access to archive records and artefacts.
- Display and Promotion
- Create and manage archival displays throughout the College.
- Develop, create and manage digital archival displays throughout the College.
- In consultation with the Head of College create an awareness of the College's archives and rich history via regular articles in the College newsletter and social media.