

## Archivist

### **Purpose and Outline of Role**

The Archivist is responsible for collecting, organizing, preserving and maintaining control over records and archives important to the school history and legal obligations.

### **Reporting Relationships**

The post-holder will report ultimately to the Principal and directly to Director of Community Relations.

### **Employment Basis**

This is a part-time, Two days per week (negotiable for the right candidate), 12 months contract, with a view to renew.

### **Role Responsibilities**

- Managing the archives on a day to day basis including updating records, managing and adding to current collection
- Develop and introduce policies and procedures to support the obligations according to legislative requirements for compliance
- Develop and introduce policies and procedures to ensure the archives captures the essence of the school community for historical records
- Assist the Director of Community Relations to identify key anniversaries and other opportunities to celebrate Queenwood's history
- Develop a display program in-keeping with school events
- Continually monitor the collection for any conservation work required and advise
- Assess incoming material for archival value
- Prepare detailed reports on all aspects of Archives as required

- Supply material to the Content Manager for marketing and publications purposes
- Manage storage of on-site and off-site records and advise on storage solutions
- Create in-classroom sessions for junior students on School history
- Provide research where required for the school community
- Any other duties as required

### **Key Competencies**

- Qualification in Archives, Records Management and member of ASA
- Experience working with Archive Virtual software
- Strong administration skills
- High level of accuracy
- Innovative
- Excellent written and oral communication skills
- High level organisational and planning skills
- Ability and willingness to evaluate and critically reflect upon own professional practice
- Commitment to educational excellence and an empathy with the ethos and ideals of Queenwood.
- Working with Children documentation

### **Personal Attributes**

- Collegial and flexible approach with a 'can do' attitude
- Strong work ethic
- Ability to work harmoniously with others
- Proactive
- Self-motivated
- High level of confidentiality



Closing Date for applications is August 30<sup>th</sup>, at 5pm.

PLEASE NOTE THAT QUEENWOOD ACCEPTS ELECTRONIC APPLICATIONS ONLY.

Applications should include:

- Your WWCC number as per new regulations as at 15th June 2013
- Resume & cover letter addressing the criteria / position requirements
- Your email address
- Names and phone numbers of three confidential referees

Please email applications to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)