
Role Description

April 2019

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. Commences in Term 2, 2019.

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 Friday 3rd May 2019, 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