

## ARCHIVIST

The College Archivist is appointed by the Principal and is directly accountable to the Principal through the Business Manager, for the operational processes related to the role.

The College expectation is that the Archivist will promote and enhance the Catholic identity of the College and the Mercy Ethos ensuring that all College practices and procedures reflect the Vision, Mission and Values of the College. The Registrar shares in the task of promoting a sense of unity and community within the College where all members are treated with dignity and respect.

The person in this position is required to perform many and varied tasks which will involve discretion, confidentiality and initiative.

It is recognized that the role of the Archivist at the Academy of Mary Immaculate involve periods of sustained independent work, as well as frequent and varied contact with all members of the College community.

### Introduction

The establishment of 'the Academy of Mary Immaculate archives' involves a commitment to the preservation of the history and heritage of the Academy, and includes caring for the records of today so that they may, in turn, be handed on to the next generation.

The Archivist will undertake the following:

### Archives Administration

- Maintain and implement archives policies and procedures according to professional standards, ethics and procedures.
- Undertake other management duties including - strategic planning, budgeting and purchasing supplies.
- Work with all departments and faculties of the College, and actively build relationships with members of the wider school community, including past students, and the Sisters of Mercy.
- Will set goals on an annual basis and prepare an annual report addressing the outcomes achieved in the preceding 12 months.

### Appraisal

- Determine what records to create and capture and how long the records need to be kept understanding that appraisal is necessary to ensure that the right records are made and kept.
- Make decisions regarding the retention or destruction of records in accordance with the Records Retention Schedule for Non-Government Schools and the CEO Schedules, (draft), or a schedule devised by the Archivist and approved by the Principal.

### Accessioning, Arrangement and Description

- Be responsible for accessioning, arranging and describing all material donated to the Academy in keeping with professional archival standards.
- Be responsible for active acquirement of memorabilia of the school eg uniforms, badges etc.

### Database

- Maintain an accurate database of all materials included in the historical collection of the College including rolls, records, photos, artifacts and other items of historical significance.
- Digitally archive the collection in such a way that originals can be preserved.
- Ensure that digital copies of all photographs taken with the College community are available in the Archives Drive.

### **Support and Advice**

- Be responsible for providing advice and support on the day-to-day, as well as long-term management of all records created by the College.
- Be responsible for providing advice regarding choice of archival quality paper, filing and records tracking systems, regular transfer of non-current records to archives and digital recordkeeping requirements.

### **Preservation and Conservation**

- Ensure the safety and security of all material within the Archives.
- Establish a secure repository for the long-term storage of records in varying formats. It is acknowledged that the Academy Archives is in part a 'museum', with holdings of physical objects such as textiles, audio/visual material, artworks, trophies, furniture and religious artifacts. This may give rise to specific conservation and/or preservation issues; the Archivist's role is to liaise with experts in other fields to obtain optimum advice and/or results.

### **Professional Development and Liaison**

- Be provided with support for continued professional development through courses and conferences.
- Network and liaise with professional bodies and the archival community to ensure awareness of developments in the industry.
- Establish and maintain contact with Mercy Archivists, relevant Church Archivists and other professional Archivist Associations.
- Be a member of the Australian Society of Archivists.
- Be a member of the Mercy Archivists Group.

### **Research**

- Provide research services to all members of school or extended community who have a genuine research enquiry about any aspect of the school's history.

### **Promotion of the Archives**

- Design and participate in regular activities to promote (a) the heritage of the school and (b) the existence of the archives. Such activities may include providing articles for inclusion in the Alumnae News, and The Academician where appropriate, and preparing displays of photos and objects where facilities are available and appropriate.
- Prepare correspondence and reports as required.

### **Management of volunteers and staff within the Archives**

- Train and supervise any staff or volunteers who may assist in the archives from time to time. Legislative requirements concerning child protection and privacy must be met.

### **Museum / Heritage/ Asset advice**

- Have a degree of knowledge about non-paper items in archives custody, and this extends to items around the school grounds which may not be in official archives custody e.g. statues, paintings, furniture, buildings. The Archivist should be consulted, and will provide advice and support in matters concerning these items in regards to their real or inherent value, restoration, display or disposal.
- Develop systems and protocols to ensure the long term preservation of historical material, including a contingency plan to ensure key records are not lost in the event of a major fire or theft.

### **Child Safety**

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Assist in the provision of a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

**Meeting Commitments**

- General Staff Meetings (as required)
- Meeting with the Principal and Business Manager (when required)
- Nominated working parties (as required)
- Annual Review Meeting with Principal or nominated party

**Other Duties**

- Any other duties as delegated by the Principal

**Accountability**

- Reports to the Principal

**Key Selection Criteria:**

- Understanding of and commitment to Catholic Education
- Willingness to support the Mercy Ethos and its expression in the life of the College
- An extensive understanding of archival practices
- Highly developed interpersonal and communication skills, including the demonstrated ability to work collaboratively with all members of the College community
- Sound organizational and administrative skills

**Commitment to Child Safety**

- Providing students with a child safe environment
- Being familiar with and complying with the College's Child-Safe policy and Code of Conduct and any other policies or procedures relating to child-safety
- Proactively monitoring and supporting student wellbeing
- Exercising pastoral care in a manner that reflects school values
- Implementing strategies which promote a healthy and positive learning environment