

Archivist Position Description 2019

Position Title:	Archivist
Reports to:	Provincial, Oblates of Mary Immaculate
Conditions:	The position is Permanent Part Time, working at 649 Burke Road Camberwell.
Hours:	2 days per week (14 Hours), Tuesdays and one other by negotiation

Duties:

Maintain in best condition and add to the archives and historical records of the Oblates of Mary Immaculate; facilitate as required access to these records by Oblates or permitted third parties; contribute historical articles to COSMIC and the Oblate website; other archival activities as directed.

Key Performance Objectives:

The archiving and maintenance of records is an important part of the Congregation's administration. The Archivist is to ensure all material and records pertaining to the Congregation, hardcopy and digital, are catalogued, classified and maintained in accordance with best practice.

Responsibilities/Key Tasks

- 1) Authenticate and appraise historical documents and archival materials. Maintain paper archives in best possible condition and accessibility.
- 2) Create and maintain accessible, retrievable computer archives and databases, incorporating current advances in electric information storage technology.
- 3) Receive new materials and direct their acquisition and display.
- 4) Organize archival records and develop classification systems to facilitate access to archival materials. Prepare archival records, such as document descriptions, to allow easy access to information.
- 5) Write as directed short historical articles for COSMIC, MAMI newsletter, the Oblate website and other Oblate publications showcasing our archival material and Oblate history.
- 6) Facilitate access to information and archival material by other staff, Oblates and authorised third parties.

7) Act in accordance with the Congregation's HR policies.

Qualifications:

A tertiary qualification or relevant training or studies in archiving is essential.
Prior experience in archiving and records managements is essential.

Skills Required:

1. Excellent written communication skills; proven ability to write short articles based on historical material.
2. Ability to work both as a member of a team and be self-motivated; ability to respond in a timely manner to requests for information.
3. Excellent organisation skills and an understanding of the importance of process and following guidelines.
4. Knowledge and proven experience of archival procedures and current best practices for both paper and digital records.
5. Well-developed computer and IT skills; use of platforms such as G-Suite and Microsoft 365.
6. Ability to handle confidential material appropriately.
7. Sympathy with the ethos of the Catholic Church. An understanding of its terminology and practices would be highly regarded.

Applications to provincial@oblates.com.au by 19 September 2019.

Office of the Provincial

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