



MLC

Methodist Ladies' College Position Description

Position:	College Archivist
Reports to:	Director of Advancement
Department:	Community Engagement
Date:	August 2019

Primary Purpose

The College Archivist, as part of the Advancement Office, is responsible for the management of the College's archival collection.

Position in Context

The College is legally and ethically required to keep certain records of its activities and transactions. It is also desirable to keep records and items for their heritage value and their importance to the MLC community, particularly alumnae, and to honour the College's distinguished history as a leading girls' school. Archives support an understanding of school life through the management and retention of its personal, corporate and social memory.

The Archivist is the person mainly responsible for collecting, storing, conserving and retrieving these records and objects. Access to the archival records and interpretation of historic material is provided predominantly to the MLC community and, as required, to the wider community.

The Advancement Office seeks to advance the College through friends and funds. It supports and works with the MLC Foundation, Old Collegians and the Parents' Association in their activities, programs and events in order to build a connected, informed, engaged MLC Community. The Office manages all College fundraising activities including stewardship, annual and regular giving, bequests, major gifts and campaigns and ensures all programs meet the high standards and brand expectations of MLC. It works to build and nurture a culture of philanthropy within the MLC Community.

The College Archivist, who reports directly to the Director of Advancement, also works closely with the Advancement team and other key stakeholders both internally and externally.

Key Contacts

Internal

Director of Advancement
Associate Director - Advancement
Advancement team
Community Engagement Team
MLC staff as required

External

Australian Society of Archivists
External stakeholders including members of the MLC Community (alumnae and the wider community)

Major Duties and Responsibilities

1. Resourcing and Records Management

- Sourcing, collecting, documenting and storage of archival materials in keeping with professional standards and practices.
- Search and information retrieval for internal and external enquiries.
- Undertake archival research as required by the Advancement team and other MLC stakeholders.
- Preservation and conservation of materials and liaison with conservation experts.
- Devise and ensure correct use of College Records Disposal Authority and updates.
- Communicate history and traditions of the College through displays, contributions to publications and presentations.
- Accurate management of database as required.

2. Consultation and Advice

- Assist the Reunion and Events Program and other Advancement activities with the provision of information and displays as appropriate.
- Co-ordinate Archivist volunteers in their duties.
- Formulate and administer Archival Budget in consultation with the Director of Advancement
- Provide records management advice, support and training in the management of records created by the College particularly those in areas of administration and governance as appropriate and required.
- Provide records management and conservation advice.
- Collaborative team member, including reporting and sharing of relevant information with the Director of Advancement and Associate Director – Advancement, in relation to members of the MLC Community who may have an interest in and/or potential to support the College philanthropically through gifts and bequests.

3. Stakeholder Management

- Actively develop relationships with members of the MLC community to encourage archival material to be donated and to promote the history and heritage of MLC
- Work collaboratively with other College stakeholders to:

- investigate and implement appropriate Digital Records Management systems
- ensure that the digital records of the College are stored and managed in appropriate digital formats, taking into consideration evolving technology and related equipment.
- liaise with alumnae, past parents and friends of the College to receipt archive materials and to respond to requests as appropriate.

Person Specification

Essential Criteria (skills, qualifications, knowledge and experience)

- Relevant tertiary qualification in Archives and Records Management
- Demonstrated knowledge of archives, museums and records management principles and practices
- To be able to effectively develop and manage programs and software to promote the College's archive collection
- Accuracy and attention to detail
- Good written and oral communication skills
- To be able to effectively implement a records retention and disposal program system
- The ability to work independently and as a member of a team
- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.

Desirable Criteria (competencies, qualifications, knowledge and experience)

- Experience working in an educational environment
- Self-starter with high personal standards for work quality
- Membership of the Australian Society of Archivists

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

MLC's commitment to child safety

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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