



The Scots College

Sydney Australia

Role Description – Archivist

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together."

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

1. **Position title:** Archivist
2. **Role purpose:** To provide collaborative archival support to the Advancement team, alumni of The Scots College and the wider school community in order to champion the role that heritage objects and historical records play in the life of the College.
3. **Location:** Bellevue Hill campus and occasionally other campuses
4. **Responsible to:**
 - Directly responsible to the Manager of the Office of Heritage and Tradition in the Advancement team
 - Ultimately responsible to the Principal.
5. **Key relationships:**
 - Works closely with and under instruction from the Manager of the Office of Heritage and Tradition
 - collaborates daily with the Records and Archives Manager and the Advancement Team
 - occasionally supervises casual staff and volunteers.
6. **Key Accountabilities:**
 - The Archivist will collect, preserve, research, catalogue, digitise, provide access and retrieval procedures and encourage the expansion of the archival collection at The Scots College
 - processing, arranging and describing the materials so that they will be available to scholars through the College's web presence
 - the Archivist will also provide expert advice on presentation, legal issues, copyright and conservation of the collection.

7. Key Tasks and Expected Outcomes:

Position Responsibilities	Core Activities	Key Performance Indicators
Manage Database	<ul style="list-style-type: none"> • Contribute to the management of historical lists of staff and students • maintain the register of donations and contact information • upload and describe images into the database • maintain up to date information about the College's art collection • other projects as required. 	<ul style="list-style-type: none"> • Currency and accuracy of databases is maintained.
Organise Speech Day Prizes	<ul style="list-style-type: none"> • Liaise with Academic Administration and Records and Archives Manager to help organise prizes for Speech Day • maintain Speech Day supplies • appropriately display prizes at the ceremony. 	<ul style="list-style-type: none"> • Currency and accuracy of records is maintained • effective organisation of prizes.
Serve Customers	<ul style="list-style-type: none"> • Friendly contact with staff, alumni and other visitors • answer calls and deal with queries • respond to requests for information • perform point of contact duties for alumni and other persons of interest in order to accurately collect their stories. 	<ul style="list-style-type: none"> • Visitor feedback • effective procedures implemented and followed.
Provide effective archival services	<ul style="list-style-type: none"> • Administer the collection of heritage items including 3D memorabilia, the photographic collection, art collection and other stored information • contribute to the maintenance of the archive's website • catalogue new collection items • maintain cleanliness of The Office of Heritage and Tradition, it's furniture and fittings • contribute expertise and ideas to galleries, exhibitions and displays • maintain knowledge and expertise of conservation and archival work with an understanding of cataloguing and metadata protocols • effectively work in teams 	<ul style="list-style-type: none"> • Supervisor feedback • patron feedback • effective procedures implemented and followed • effective organisation of the archival collection.

	<ul style="list-style-type: none"> • maintain a safe, healthy and friendly environment for patrons and colleagues • actively take part in Advancement team meetings and maintain supportive professional relationships with other members of staff • maintain a current knowledge of archival practice and professional issues relating to the role. 	
Participate as an active member of the Advancement team	<ul style="list-style-type: none"> • Maintain professional appearance and behave in a manner appropriate to The Scots College • perform reliably, dependably with a good record of attendance, punctuality, flexibility and time management • develop work-related goals and objectives, and continue to develop job-related abilities, skills and knowledge • attend meetings, workshops and professional learning programs related to the role • undertake other duties as directed by the Director Advancement or the Principal • maintain a working knowledge of Australian Copyright Laws • occasionally supervise students and manage student traffic. 	<ul style="list-style-type: none"> • Staff feedback • effective procedures implemented and followed • efficient day to day operation of The Office of Heritage and Tradition.
Provide effective archival services	<ul style="list-style-type: none"> • Administer the collection register relating to archival objects on display and in storage including tracking their movements • acknowledge donations and maintain appropriate records of donations • keep the archives safe, secure, neat and organised • frequently contribute to the database relating to archival objects including writing stories about them • facilitate storage and retrieval of archival objects held offsite • maintain professional relationships with external records management partners and internal users 	<ul style="list-style-type: none"> • Currency and accuracy of databases is maintained • effective procedures implemented and followed.

	<ul style="list-style-type: none"> • adhere to the College’s non-disclosure policy and recognise the sensitive nature of some records • provide new ideas and work as directed by the manager. 	
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8. Essential Selection Criteria:

- Experience in a similar role
- demonstrate positive support for the Christian values of a Presbyterian GPS school
- excellent organisational skills to manage collection data
- possess a high level of experience in archival methods, information services, information organisation and related technology
- excellent communication skills to include customer service
- proactive and innovative
- ability to multi-task in a collaborative environment
- high end knowledge of digital media landscape with advanced ICT skills
- analytical and research abilities to determine which items are worthy of preservation
- current Working with Children check
- flexible, hands-on approach with a ‘can do’ attitude.

9. Desirable Selection Criteria:

- Tertiary education
- professional membership of ASA, NAA, RIMPA, ALIA or similar bodies
- an understanding of issues related to long-term preservation of digital content
- database management
- interest in history
- excellent project management skills
- experience using Adobe Creative Cloud
- experience using online tools in collaborative environments (Google for example)
- a ‘people person’ with a positive attitude.

10. Performance Review Conditions:

The appointee to the position of Archivist may be required to participate in a Performance Review Program

11. Special Requirements:

- The nature of this position is such that the Archivist will occasionally be required to visit other College campuses and is occasionally required to be available outside the ‘normal’ school hours
- will be required to participate fully in the life of the College, to attend meetings and make presentations when necessary
- the Archivist will, from time to time, be asked to take on extra duties that are assigned by the Director of Advancement or the Principal

- these extra duties will be discussed between the Director and the Archivist and the decision to allocate them will be taken jointly.