



Courage in Wisdom | Hope in Love

Job Description

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| Title: | Archivist |
| Reports to: | Executive Assistant |
| EBA/Award: | South Coast Baptist College Operational Staff Agreement 2024 |
| FTE: | 0.6 FTE |
| Employment Type: | Permanent Part Time |

Position Summary

Reporting to the Executive Assistant, the **Archivist** will play a crucial role in preserving and celebrating our rich heritage. This important position involves maintaining and promoting historical records, managing the collection, processing, and storage of data, and overseeing electronic records. The successful candidate will be essential in ensuring the detailed preservation, sharing, and celebration of South Coast Baptist College's history, as well as in the preservation and digitisation of our records for future use. If you are passionate about history, archives, and contributing to the legacy of South Coast Baptist College, we invite you to join us on this exciting journey.

Job Description

Heritage Promotion and Maintenance:

- Cultivate an appreciation for the College's historical importance within the community.
- Curate and promote a comprehensive collection of historical documents and artifacts, both physical and digital, highlighting the College's past and its evolving identity.
- Assist in presenting the College Heritage materials and photographs during College events.
- Regularly contribute articles to College social media, publications, and the South Coast Old Collegians Association.
- Engage with alumni and the broader community to gather and share historical stories and contributions.
- Assist in presenting historical materials during school events and contribute to publications and social media.

Collection and Data Management:

- Oversee the digitisation of records to enhance accessibility.
- Receive and catalogue records within specified retention periods.
- Maintain an electronic register of archival materials.
- Apply conservation procedures to archival materials.
- Organise and label archival materials for efficient storage.
- Manage and conserve photographic, audio, and video collections.
- Maintain architectural plans and site survey drawings, including digital formats.
- Ensure proper preservation conditions in the Archives room.
- Regularly update death notices in the database.



Alumni Relations:

- Engage with alumni to gather and preserve their stories and contributions to the College's history.
- Coordinate with the Development Office to promote historical events and reunions.
- When required be the point of contact at Alumni events.
- Develop and maintain relationships with Alumni to enrich the College's archival collection

Professional Development:

Undertake appropriate professional development approved by the Executive Assistant.

Selection Criteria

Essential:

- **Attention to Detail:** Ability to meticulously manage and preserve historical records.
- **Organizational Skills:** Efficiently catalogue and maintain a large volume of archival materials.
- **Technical Proficiency:** Experience with digitisation processes and electronic recordkeeping systems.
- **Communication Skills:** Strong written and verbal communication skills for engaging with the community and alumni.
- **Research Skills:** Ability to conduct thorough research and develop comprehensive historical collections.
- **Conservation Knowledge:** Understanding of conservation techniques to preserve delicate materials.
- **Team Collaboration:** Ability to work independently and as part of a team.
- Proficient in all social media platforms, such as Instagram, Twitter, Facebook, and LinkedIn.
- Proficiency in Microsoft computer applications (Word, Excel, Outlook, Planner etc.)
- The ability to work well under pressure.

Desirable:

- Experience in archival management and digitisation.
- Passion for history and preserving heritage.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.



- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate.

Other Matters

It should be noted that, while detailed, this job description is not exhaustive and the Principal and or the Executive Assistant may at their discretion, vary the responsibilities of the Archivist as required.

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| Position Held By: | |
| Signed: | |
| Date: | |