



Loyola College

Position Description College Archivist

Role:

The College Archivist will oversee and maintain any material related to the preservation of the archival heritage of the College. He/she will ensure the significance of the historical records of the College by maintaining their relevance and accessibility. The College Archivist is responsible to the Principal via the Director of College & Community Engagement.

Duties include:

- Cataloguing the existing collection and continually updating new material.
- Maintaining relevant documentation relating to the College history.
- Managing the disposal of any archival material.
- Managing the presentation of archival material.
- Co-ordinating displays and collections for various College events.
- Undertaking the acquisition of past material of historical significance to the College.
- Contributing to significant College celebrations.
- Consulting former staff and students of the College regarding the collection of relevant material.
- Ensuring correct storage of archival material.
- Investigating the possibility of different types of storage of archival material.
- Providing an Annual Report to the Principal.
- Any other duties as required by the Principal.

Membership

- Catholic Archivist Society

Tenure

Term Two Replacement position to commence Monday 24 April

Salary, conditions and benefits:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement apply to this position
- Salary will be decided based on experience and qualifications. Superannuation and Leave Loading will be paid as per current Government legislation.
- Salary sacrifice options (such as Superannuation) as approved by the Principal
- The position is an ES Level 2

Child Safety

- Be familiar and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.