



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 Deputy Principal Administration and Professional Development.

Duties include:

- Documenting College activities for future reference via the collection of physical and digital materials eg. committee meeting minutes, event booklets, program guides, publications, digital recordings, publications
- Follow up with relevant staff regarding College events and programs, requesting relevant materials
- Preserving all physical materials
- Maintaining digital archive of College photographs, documents and publications
- Ensuring regular back up of digital archive
- Maintain collection of changing College uniform
- Cataloguing the existing collection and continually updating new material.
- Maintaining relevant documentation relating to the College history.
- Co-ordinating displays and collections for various College events.
- Contributing to significant College celebrations eg. LCAA Reunions.
- Managing the presentation of archival material.
- Undertaking the acquisition of past material of historical significance to the College.
- Consulting former staff and students of the College regarding the collection of relevant material.
- Ensuring correct storage of archival material.
- Managing the disposal of any archival material.
- Investigating the possibility of different types of storage of archival material.
- Student Record Management including appraisal and archiving of exit student files and operational documents to fulfil record keeping obligations
- Maintaining relevant documentation and materials relating to history of Jesuit occupation at Loyola Watsonia
- Any other duties as required by the Principal.

Membership

- Australian Society of Archivists

Tenure/Salary

- 0.6 FTE
- Salary – ES Level 2 (Category C)

Salary, conditions and benefits:

- The conditions of the 2022 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.
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College, and is granted at the discretion of the Principal.

- Salary sacrifice options (such as Superannuation) as approved by the Principal
- The position is a ES Level 2
- *Category C* - Seven weeks annual leave. One week is taken in each of the Term's break and four weeks are taken at the end of the school year (except that the last week of January is not available for leave)

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