



CHRIST'S COLLEGE
CANTERBURY

POSITION DESCRIPTION

Archivist / Curator

Schedule of Responsibilities and Person Specification

Reports to: Director of Finance & Operations

Purpose of the Position:

- To manage the College Archives after the transition/handover from the incumbent Archivist is complete
 - To manage the College Museum once its establishment is completed
 - To support the initial transition period and learn about the College collections
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Functional Relationships

- Board
 - Executive Principal
 - Director of Finance & Operations
 - Advancement Team including Writers
 - Alumni Manager
 - Human Resources Manager
 - All other staff
 - Students
 - College community
 - Researchers and members of the public
 - College Researcher
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Principal Tasks

- Management, administration and preservation of the College Archives collection, including collation and cataloguing
 - Preparation of annual Archives budget for review and managing budget within limits
 - Maintaining art collection database and managing conservation/restoration/re-framing as appropriate
 - Overall responsibility for the Harris Collection (Old Boy writing) in conjunction with the Library (cataloguing) and Old Boys' Association (correspondence)
 - Undertaking in-house research as requested by teaching staff to assist in their work
 - Undertaking research and reporting results to external enquirers
 - Managing the use of College archival material/information used in external publications eg books, essays that are available for commercial sale by obtaining relevant information for agreements, costs, additions to the College collections as appropriate
 - Preparation and ensuring accuracy of material/information used for various College publications including but not limited to *In Black & White*, the *College Magazine* and *College Register*
 - Development and updating of policies relevant to the keeping of and access to the Archives, particularly in relation to privacy
 - Having a working knowledge of the requirements of external bodies (eg Royal Commission of Inquiry into Historical Abuse in State Care and in the Care of Faith-based Institutions) in respect to the retention and disposal of records
 - Liaison with Human Resources Manager regarding historic personnel records
 - Ongoing management of the College Museum including research for and refreshing of displays in line with current conservation and display practice
 - Working alongside and where appropriate, supporting the College Researcher until the completion of the College Museum (expected to be completed in May 2025)
 - Other archival activities as may be required from time to time
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Professional Development

It is the Archivist's responsibility to remain up-to-date with technical and academic aspects of the position. Where appropriate, training courses will be funded from the Archives budget.

Competencies Required

- Knowledge of File Maker Pro database is useful
- A willingness to upskill in other databases/software as relevant
- A relevant qualification and experience in archival work; the minimum required is a Diploma in Records and Information Management (Level 6) or equivalent whereas a degree in History would be useful
- Required to dress appropriately to the duties being carried out
- Christ's College is an Anglican school and employees are expected to be supportive of its character and heritage

Reviewed 15.12.2023