

Archivist

- Part Time opportunity (3 days per week)
- 3 year Fixed Term Contract
- Inner west location
- Supportive and welcoming culture

The Organisation

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) is a Religious Institute of Catholic women who advance the reign of God by engaging in the spiritual and corporal works of mercy. As women of mercy inspired by the gospel and their foundress, Catherine McAuley, their mission is to live hospitality, compassion and justice. Their ministries include health, aged care, education, social welfare, advocacy and environmental sustainability.

There is an expectation that all those who engage in ministry will embrace mercy values and ethos in their respective roles.

The Role

Much of the administration of ISMAPNG depends on a dedicated team of women and men who work closely with Leadership (Institute Leadership Team, Institute Executive Team and Community Leaders) in supporting the mission by providing relevant advice, efficient services and practical solutions.

Reporting to the Archives & Heritage Manager, the Archivist will document, manage and develop the ISMAPNG cultural collections and assist with research enquiries. This role also carries out project-based tasks and involves some travel to local archives and heritage collections throughout ISMAPNG as required.

The Requirements

To be considered for this position, you must be able to demonstrate:

- A commitment to uphold and support gospel values and mercy ethos
- Relevant professional qualifications and/or experience in archives management, records management or museum studies
- An understanding of the theoretical and practical aspects of archives management and/or museum collections management
- High level written and verbal communication skills
- An understanding of the principles of privacy and confidentiality in relation to archives and records
- Knowledge of general preservation principles
- The ability to work independently and with initiative and flexibility

The Process

To obtain further information or a position description, please contact Human Resources on 02 4964 6400 or humanresources@ismapng.org.au

To apply, please send a cover letter and resume to humanresources@ismapng.org.au

Applications close Wednesday 20 September 2017.

A police check will be conducted prior to an offer of employment.