INSTITUTE OF SISTERS of MERCY OF AUSTRALIA & PAPUA NEW GUINEA

Archivist

- 2-year max term full time contract (may extend)
- Great working environment in a supportive culture
- Located in Leichhardt, Sydney

The Organisation:

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) is a religious congregation of Catholic women who endeavour to advance the reign of God by engaging in the spiritual and corporal works of mercy.

An exciting opportunity has become available within the institute to join the team in Leichhardt as an Archivist on a 2-year maximum term full time contract.

The Role:

Reporting to the Manager, Archives and Heritage, the main objective of this position is to document, manage and develop the ISMAPNG archives and heritage collections and undertake research enquiries. This role also requires project-based tasks to be completed and may involve travel.

Other areas of responsible will include, but are not limited to:

- The undertaking of archival research in response to legal and public inquiries
- Appraise and acquire archival records and other material in accordance with relevant policies
- Accession, arrange and describe all material coming into the Archives and create and maintain database records.
- Ensure the safety and security of all material within the collections by monitoring storage and environmental conditions.
- Participation in activities to promote the collections, including developing online content, preparing material for publication and giving presentations when required

Your capabilities

To be successful in this role, you should be able to demonstrate:

- An understanding of the theoretical and practical aspects of archives management and/or records management
- A commitment to confidentiality and discretion in handling sensitive information
- High level written and verbal communication skills
- Knowledge of general preservation principles
- The ability to work collaboratively under the direction of the Manager, Archives and heritage
- The ability to work independently and with initiative and flexibility
- Proficiency in Microsoft Office and an ability to work on collection databases

Your Qualifications:

You will need to have relevant professional qualifications and/or experience in archives management or records management.

The Next Step:

On offer is a salary commensurate with your experience. Working hours are Monday to Friday with flexible working arrangements available.

For further information or to request a copy of the Position Description, please contact Vivian Meloni at Complete Recruitment Matters on 0438 001 840 or simply click onto the apply now button to submit your cover letter and resume for consideration.

ISMAPNG is committed to creating a culture of safety and respect for all, including prioritising the safety and best interests of all children and vulnerable adults with whom we have contact.

All staff are expected to take all reasonable steps to ensure the protection of children and vulnerable adults and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.