**JOB DESCRIPTION**

**Job Title: Archivist, Strehlow Archives Care Project**

**Location: Strehlow Research Centre in Alice Springs**

**Terms: 3 year contract, FTE**

**Package: $100,000 salary plus 10% superannuation**

**Responsible to: Head of Aboriginal Heritage**

**Closing date: Monday 20 June 2022**

***Note: Due to the genuine gender requirements of the role this position is open only to males.***

**How to apply:**

1. Provide a statement addressing the Selection Criteria (no more than two pages)
2. Provide a copy of your CV including three referee contacts (referees will not be contacted without prior consent)
3. Submit applications via email to [***careers@magnt.net.au***](mailto:careers@magnt.net.au) by 5pm on the closing date

The Museum and Art Gallery of the Northern Territory (MAGNT) is the Northern Territory’s premier cultural and scientific institution. It offers a dynamic and diverse arts, science and cultural program to more than 300,000 visitors each year.

We are the museum and gallery known for our collections and expertise in Aboriginal cultures, natural sciences, histories and arts across Northern and Central Australia and our neighbours to the north.

We connect people to the stories of the Northern Territory. Our collection drives curiosity, exploration and partnerships. Our physical spaces are destinations loved by locals and a must-see for Territory visitors. Our digital connectivity expands the reach of our collection.

MAGNT has seven venues: MAGNT Darwin (Bullocky Point), the Defence of Darwin Experience, Fannie Bay Gaol, Lyons Cottage, the Museum of Central Australia (incorporating the Strehlow Research Centre), Megafauna Central and the Alcoota fossil site. A new Art Gallery opening in Darwin’s CBD in 2024/2025 will add an eight MAGNT site.

The Strehlow Research Centre (SRC) in Alice Springs, was established in 1988 by an Act of Parliament, and opened as a facility in 1991. The *Strehlow Research Centre Act 2005* (NT) outlines objectives for collection maintenance and development and the repatriation of objects to Traditional Owners. The SRC has local, national and international significance through its role as a keeping place of objects of cultural significance, including repatriated objects, and is an essential source of information for Custodians and other key stakeholders.

**Primary Objective**

As part of the team working on the Strehlow Archives Care Project the Archivist will be responsible for the management of the highly significant Strehlow Research Centre Archive (Archive) consisting of ceremony, songs, film, site maps, and genealogies pertaining to Central Australian Aboriginal people. This role will deliver the archival program and the day-to-day preventative conservation tasks through the development of archives standards and procedures, and provide high-level advice and expertise. The position involves working collaboratively with the Conservator, the Aboriginal Heritage Officer and the Assistant Aboriginal Heritage Officer on culturally sensitive material and secret sacred material.

**Key Responsibilities**

1. With assistance from the Aboriginal Heritage Officer, Assistant Aboriginal Heritage Officer, Conservator and external consultants undertake accessioning, processing, cataloguing, arrangement, description, and location management of the archival materials in accordance with relevant archival standards.
2. Ensure appropriate physical storage and monitor the physical condition of archives material and organise the production of digitised reference copies to ensure preservation of the Archives.
3. Contribute to the storage and preventative conservation, disaster planning and recovery, collection management, environmental monitoring, integrated pest management, collection handling for safe storage for improving the management of archives collection material and storage facilities.
4. In collaboration with the Aboriginal Heritage Officer and Assistant Aboriginal Heritage Officer facilitate culturally safe access to the Archives and manage access requests around genealogies and archival material for Custodians, researchers and stakeholders.
5. Provide input to the development and implementation of archives policy, procedures and standards in accordance with the aims, objectives and functions of MAGNT, the Information Act, and Records Management guidelines.
6. Create and maintain accurate records and undertake data entry using archival data management systems computer software applications and spreadsheets to document material accurately and maintain physical and electronic records relevant to the management and care of the collection.
7. Respond efficiently and effectively to public enquiries, records retrieval requests, and provide reference and researcher support.
8. Other duties as required with respect to the scope of the position.

**Selection Criteria**

**Essential**

1. Tertiary qualifications Bachelor of Arts (Librarianship or Archives Management) or approved equivalent in library or archives administration, or relevant experience in a library or archive environment.
2. Knowledge, understanding and experience in the management of library collections or archives including arrangement, description, preservation, safe handling, rehousing, storage procedures, and researching using archival sources and providing public reference services and access.
3. Strong organisational skills to self-manage workload across concurrent projects, prioritising and completing tasks within scheduled timeframes and the ability to work unsupervised under conditions of strict confidentiality and cultural protocols and maintain discretion when engaging with confidential or culturally sensitive material.
4. Knowledge and experience of archival principles, ethics and practice and procedures as identified in the Code of Ethics – Australian Society of Archivist and its international counterparts as applicable to maintaining accurate records acquisitions and accessioning, deaccessioning and disposal of material.
5. Experience or the ability to learn the use of archival data management systems and computer software applications to document material accurately and maintain physical and electronic records relevant to the management and care of the collection.
6. Proven ability to work efficiently and harmoniously in a multi-disciplinary team with a range of professional, technical and administrative staff to achieve agreed objectives and performance criteria and provide support and collaborate with team members and key stakeholders on projects.
7. Well-developed communication and interpersonal skills at institutional, government and community levels from diverse cultural and professional backgrounds, including demonstrated ability to prepare high quality documentation and reports, and responding to internal and external enquiries.
8. Understanding and knowledge of WHS standards and the implementation in relation to safe practices for the movement, location and storage of collections, lifting and carrying objects, climbing ladders and use of tools.

**Desirable**

1. Eligibility for Professional membership of the Australian Society of Archivists.
2. Experience working with culturally sensitive material
3. Ability to speak, read and write one of the Indigenous languages spoken in Central Australia.
4. A valid Australian Drivers licence

**Other relevant information**

* Preferential consideration will be given to Aboriginal and Torres Strait Islander applicants who meet the essential selection criteria.
* This role statement is intended to provide an overall view of the role but in addition to this document, the specifics of the role will be described in business work plans.
* MAGNT is an Equal Opportunity Employer and values diversity in the workplace.
* MAGNT promotes flexible ways of working including part time. Applicants are encouraged to discuss the flexible working arrangements for this role.
* Applicants must have full Australian work rights.

**Further information**

* From 22 April 2022 all MAGNT employees, subject to the Chief Health Officer Direction 52/2022, are required to provide evidence of three doses of an approved COVID-19 vaccination except in circumstances where there is a medical exemption.
* MAGNT can provide the successful candidate with opportunities for training on systems and with the registration team if required.
* For further information on the project or the position please visit our website at [magnt.net.au](http://www.magnt.net.au) or contact Central Australia Manager, Joe de Beer on (08) 8951 1101 or [josef.deBeer@magnt.net.au](mailto:josef.deBeer@magnt.net.au)