

Title: Archival Project Manager

Reports to: Chief Executive Officer

Current working days/hours: 1 year fixed term full time position (35 hours)

Authorised/date: 11 November 2020 (SAG Board November 2020)

The Society of Australian Genealogists houses a collection of over 65,000 works that are detailed in the Manuscript, Images and Digital Archives System (MIDAS).

This role is a 1-year contract to project manage the collection to its next stage for the Society with the possibility of conversion to a permanent role.

The role is based at Richmond Villa, 120 Kent Street, Millers Point NSW 2000.

MIDAS contains unpublished materials from Australia and overseas, such as:

- family histories, biographies and family history research notes
- family tree charts and compiled reports
- photographs
- birth death and marriage certificates - originals and transcriptions
- original records such as wills, indentures, licenses and other legal documents
- family papers such as letters, diaries and journals
- cemetery transcriptions, burial registers, plans and burial butts
- business records and ledgers
- scrapbooks
- records of the Society's operations and activities.

The significance of the collection lies in the volume of unique, unpublished material in a single collection, the broad range of record types and the fact that the majority of the materials have known provenance.

KEY ACTIVITIES AND ACCOUNTABILITIES:

1. Project management and operational support for Society's Archives

- Develop a plan for the digitisation of the Society's Archives and next steps in the management of the collection
- Overall coordination of the collection including ensuring policies and implementation for the access, digitising, copying, arrangement and description, data entry, basic preservation, and physically retrieving and returning records to their storage location
- Liaison with donors of family history collections
- In liaison with key Volunteers and the Collections Committee, develop and update policies and procedures around the acceptance, management and on-going maintenance of collection items and their cataloguing

2. Support and supervision of Society Volunteers

- Coordination and responsibility for reporting on the current projects and tasks of volunteer groups
- Manage recruitment of volunteers and provide training for volunteers
- Develop guidance or protocols
- Make recommendations for new volunteer activity or projects

3. Significance assessment of collection

- In conjunction with staff, volunteers, and external experts as required, coordinate a significance assessment of the existing collection to report to the Collections Committee and Board
- Taking records of significance into custody, ensuring appropriate storage and access

4. Customer service and administration

- **Secretariat to Collections Committee:** Coordinate meetings and prepare and distribute papers and minutes (see full Terms and Conditions of Committee and role descriptor for Secretariat)
- Responding to onsite and offsite public enquiries (Society telephone calls and correspondence)
- Supporting enquiries and administration of the Society's membership, courses and activities in general
- Maintaining physical and electronic files

5. Education and Marketing support

- Provide materials and support for the Society's social and traditional media campaigns for membership and education activities
- Contribute to the Society's Education Program (e.g. talks or materials for events)
- Write reports or features for *Descent* magazine

6. Cross-cover roles

- Membership customer service
- Library reception/duty shifts
- Other supporting roles across the team as required

KEY INTERNAL RELATIONSHIPS

All staff and volunteers
Society Officers

KEY EXTERNAL RELATIONSHIPS

Society members
Family history and financial donors
GLAM sector of Galleries, Libraries, Archives and Museums (e.g. to organise loans for exhibitions)
Academics, authors and publishers (e.g. to arrange copies of materials for publication)
Catalogue Developer (First Solutions)

QUALIFICATIONS AND/OR CERTIFICATIONS

Graduate or post-graduate qualification in an aligned discipline e.g. archives administration, history, humanities, librarianship, museum studies

EXPERIENCE AND SKILLS

Experience working with a collection in the galleries, libraries, archives and museums (GLAM) sector is desirable
Appropriate manual handling and movement of a wide range of collection material
Strong administrative, customer service and organisational skills, with an ability to meet deadlines
Project management
Supervisory experience (employees or volunteers)
Excellent communication skills, both written and verbal
Good digital literacy across Microsoft Office and database systems
Knowledge of the genealogical/local history environment desirable

ELIGIBILITY

Candidates should have Australian citizenship or permanent residency.