Position Title: Collection Management - Archives Project Placement

Supervisor: Senior Archivist, UMA
Helen Arnoldi, Museums and Collections Projects Coordinator

Position Goal: The goal of this project placement is to provide the student with the opportunity to devise in consultation with a Senior Archivist, an archive-related project at UMA. The project will enable the student to develop their professional skills and explore their interests, while engaging with the current priorities of the Archives’ collections. This is an excellent opportunity for a student to tailor a unique project placement working closely with the rich collections of the UMA.

Background: The University of Melbourne Archives collects, manages and provides access to the historical records of the University, Victorian business, trade unions and other labour organisations, community and cultural organisations, as well as the personal papers of individuals prominent within them. Records date back to the first years of the colony of Victoria up until the present day and cover a wide field of endeavour. The Archives were established in 1960 and to date hold some 18 kilometres of records. For more information see University of Melbourne Archives.

Responsibilities: In consultation with a senior archivist at UMA, the student will devise an archival project in an area of specific interest that aligns with the priorities of the Archives. Through the project placement, the student will have the opportunity to learn and apply professional collection management skills across a variety of key areas that may include archiving, research, appraisal, accessioning and cataloguing of collection materials. Through the project placement the student will be expected to become familiar with UMA’s collection management practices and procedures and apply these skills to their project area. From time to time, as deemed appropriate by the senior archivist, there may also be the opportunity to be involved with other archival duties that arise in the day to day running of the Archive.

Qualifications: The student will have a basic understanding of archival and collection management principles (progress towards the completion of a degree in Archival Studies, Librarianship or Arts would be ideal).

Knowledge of the correct procedures for the safe handling of archival material is desirable as this position requires the handling and close inspection of documents and other archival materials.

A methodical, prudent approach with a keen eye for detail is required.

Ability to work independently and as part of a small team.

Training and Supervision: On-the-job training specific to the task will be provided.
Liaison with the Museums and Collections Projects Program Coordinator to review how the project is progressing and discuss any ideas or problems encountered.

**Benefits:**

Opportunity to work at close hand with one of the University of Melbourne’s extensive cultural collections.

The opportunity for professional development through the learning and application of archival standards and best practice on a project that will have real value to the UMA.

The satisfaction gained through completing a project that focuses on a specific area within the UMA collections. Through the project, you will help make the University’s cultural collections more accessible by assisting in their interpretation, management and long-term preservation.

For more information on this position please contact:

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