Position Title: Collection Management – Development of On-Line Subject Guides

Supervisor: Jane Beattie, Assistant Archivist, UMA
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Helen Arnoldi, Museums and Collections Projects Coordinator

Position Goal: The primary goal of this position will be to develop dynamic and user friendly on-line subject guides as an accessible entry point for researchers into the vast 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 the University of Melbourne Archives.

The University of Melbourne Archives online subject guides provide an accessible entry point for researchers into UMA’s vast collections. The guides were developed several years ago, around key collection strengths. The development of the new University web-based Content Management System has provided the opportunity to create more dynamic and user-friendly guides.

Responsibilities: Under guidance students/volunteers on this project will work with archivists from UMA and web developers from the Library to update existing guides and potentially publish new ones. Students will be able to choose from the following topics: University records, mining, architecture, polar exploration, law, sport, engineering and the peace movement. The first part of the project will involve evaluating the current guides and then making recommendations for amendments to enhance their look and usability. As part of this project students will also need to research the UMA collections for images and further information. There will also be scope to work with web developers to publish the newly created content.

Qualifications: The students ideally will have a basic understanding of either archival and collection management principles or historical/primary source research experience (progress towards the completion of a degree in Archival Studies, History, Information Management 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 photographs, 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 Museum 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 experience gained in the application of collection management procedures and practice to an archival collection.

Through the development of the subject guides students working on this project will develop their research and communications skills and gain an understanding of copyright laws and website design. Students will be credited on the online guides.

Satisfaction in developing subject guides for a selection of collections within the University of Melbourne Archives. This project will aid in making the collections more accessible and help facilitate their interpretation, management and long-term preservation.

For more information on this position please contact:

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