Position Title: Collection Management – Rehousing and Listing, the Zimmer files of Australian art ephemera

Supervisors: Susan Millard, Curator, Rare Books
Helen Arnoldi, Museums and Collections Projects Coordinator

Position Goal: The primary goal of this position will be the labelling, rehousing and brief listing of the Zimmer files of Australian art ephemera. This project will aid in the long-term management, accessibility, preservation and storage of this unique and important collection.

Background: Rare Books at the University of Melbourne holds a significant collection of books, journals and ephemera. Strengths of the collection include printing history, Greek and Roman classics, private presses, English literature, social and political thought, children’s books, Australiana and book arts. These items are housed in special conditions by reason of their age, value or uniqueness in order to ensure their care and preservation for current and future generations of scholars and researchers. Some significant works held in the collections are Piranesi, Collection of folio works, 1761-1807; Colonna, Hypnerotomachia Poliphili, 1499; Mr William Shakespeares comedies, histories and tragedies (Second folio) 1632; John Gould, The birds of Australia, 1848 and the Mammals of Australia 1863. For more information see Rare Books Collection.

Jenny Zimmer has worked in the Arts sector for many years and during that time has collected a large volume of ephemera relating to galleries, artists and art organizations in Australia. The Zimmer collection currently comprises of approximately 100 standard archive boxes that have not yet been listed. This extraordinary collection donated by Zimmer will be of much value to researchers, academics and students interested in these areas of arts practice in Australia.

Responsibilities: Working in consultation with the Curator, the student/volunteer will focus on listing this broad collection which is currently housed in approximately 100 archival boxes. The primary focus of the project work will be labelling the boxes and rehousing particularly vulnerable items within the boxes to meet archival standards. As part of the process, the volunteer will also identify ‘highlights’ in the collection materials and list these. If interested, the volunteer will also have the opportunity to undertake further research on the ephemera collection for a blog post, article or similar.

Qualifications: The student/volunteer will ideally have a basic understanding of collection management principles specific to library collections (progress towards the completion of a degree in Librarianship, Art Curatorship, Conservation or similar would be ideal).

A knowledge of the correct procedures for the safe handling of collection materials is required as this position requires the handling and close inspection of these vulnerable items.
Ideally the student/volunteer will have an interest in and knowledge of Australian art and ephemera.

An knowledge of conservation methods and practices would be well regarded.

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

Ability to work independently.

**Training and Supervision:**

On-the-job training specific to the task will be coordinated by the Curator.

Occasional meetings with the Museums and Collections Projects Coordinator to review how the project is progressing and discuss any ideas or problems encountered.

**Benefits:**

The opportunity for professional development through experience gained in collection management procedures and practice.

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

Satisfaction in focusing on a specific collection of the Special Collections in the Baillieu Library and seeing it rehoused and documented to meet the highest preservation standards. Through the project, you will be contributing to make the University’s cultural collections more accessible, facilitating their interpretation and assisting in their long-term preservation.

For more information on this position please contact:

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