**Position Title:** Collection Management - Inventory and Rehousing Project, CIS Collection

**Position Goal:** The primary goal of this position will be to complete an inventory and create box lists for archival materials and collection items that are part of the Computer and Information Systems Heritage Collection. As part of this process it will be necessary to rehouse some of the materials from the collection as appropriate, and to identify options for preserving and maintaining the materials. This project will aid in the long-term access, storage and preservation of the CIS Heritage Collection.

**Background:** The Computing and Information Systems Heritage Collection documents the development of the School of Computing and Information Systems at the University of Melbourne, and illustrates the evolution of computer technology, teaching and research in computer science since the School’s foundation in 1955. The collection currently comprises over 700 items, including pieces of input and output equipment, historical calculators, components and other hardware, network equipment, media, and literature such as textbooks and conference proceedings. The Collection includes items which were developed as research projects by the staff of the School, or as systems to support teaching and research activities, some of which were commercialised and sold within Australia and internationally.

For more information on the collection see: [http://museumsandcollections.unimelb.edu.au/collections/engineering_and_cartography/computing_and_information_systems_heritage_collection](http://museumsandcollections.unimelb.edu.au/collections/engineering_and_cartography/computing_and_information_systems_heritage_collection)

**Responsibilities:** Working under direction from the Head of the CIS School and in consultation with the Cultural Collections Conservation Programs Coordinator, the student/volunteer will complete an inventory on the materials stored within the CIS collection storage area. This inventory will subsequently be used to compare to the existing computer catalogue to determine how comprehensive the catalogue is, and where there are gaps in the documentation of the collection. As part of this process, the volunteer will rehouse collection materials and archival documents as required and create associated box lists for these new enclosures. This project would be ideal for two students/volunteers working together.

**Qualifications:** A basic understanding of collection management principles specific to the documentation of museum objects (progress towards the completion of a degree in Art Curatorship/Museum
Knowledge of the correct procedures for the safe handling of objects would be an advantage as this position requires the handling and close inspection of vulnerable collection items and archival materials.

An interest in/knowledge of conservation methods and practices.

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

Knowledge of and interest in history of computing and information systems would be ideal.

**Training and Supervision:**

On the job training specific to the requirements of the position will be given. Occasional meetings with the Cultural Collections Projects 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 collection management procedures and practice. Satisfaction gained from working closely with the Computing and Information Systems Heritage Collection, improving the long-term storage of the collection and aiding future access to collection materials. 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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