

Lutheran Archives: Interim Archivist – Operations Manager (Maternity Leave cover)



Position Description

About Lutheran Archives

Lutheran Archives, based in Bowden, Adelaide, is the national archive for the Lutheran Church of Australia (LCANZ), holding the records of the congregations, districts, departments and people of the church. Records are from all over Australia and the Pacific (including New Zealand), and wherever the church has had a ministry. Records date to the formation of the church in Australia in 1838 and include earlier items from Prussia prior to the Australian migration. Record formats include archival documents (physical and digital), published works, photographs, films, sound recordings and other AV items, textiles and objects.

The mission of Lutheran Archives is to ensure the records of the LCANZ are available for the church and wider community to access, remember and reflect, and to share today and for generations to come. We do this through arrangement and description, indexing, translation, digitisation and through research facilities and services. Researchers range from academics, linguists and family historians to novelists and film-makers within Australia and overseas.

Lutheran Archives is a small organisation with three archivists, supported by a large team of volunteers. We are in the highly unusual position of recruiting for all three team-members, and as such, there is some room to negotiate the scope of each position as we will be looking to create the best team possible.

About the position

Archivist – Operations Manager: the role of Archivist – Operations Manager is a new interim position, filling a vacancy created by the Director taking maternity leave.

The primary responsibility of the Archivist – Operations Manager is to ensure a smooth and successful operation of Lutheran Archives through implementation of strategies and projects that achieve the strategic and operational plan. The position entails financial management, oversight of staff and the volunteer and student program, collection and facilities management, and developing and maintaining relationships with internal and external stakeholders and partnerships and collaboration across institutions.

The Collection Archivist and Reference Archivist will report to you – regular team meetings are essential to identify priorities, manage workloads and ensure all are working towards the identified goals of the strategic and operational plans. You will report to the Executive Officer of the Church. The *Committee of Lutheran Archives* provides advisory support with quarterly meetings and additional meetings as required.

Experience in project management and grant applications is important, as is excellent communication skills vital to raise awareness of the significance of the collection, working with internal and external stakeholders, and in achieving identified strategic goals.

Location:	Lutheran Archives, 27 Fourth St, Bowden SA
Tenure:	February 2022 to May 2023, 15-month contract, 0.8 FTE (Can be negotiated up to 1.0 FTE for the right candidate)
Commencing:	1 February 2022
Days of work:	Monday, Tuesday, Thursday and Friday
	Some additional out-of-hours work is required, usually at monthly evening <i>Friends of Lutheran Archives</i> seminars. This is anticipated to be on a rotation basis through the team.
Salary:	LCA Lay worker scale Level 3 paypoint 3 (\$77,870 in 2022) plus super.
Line Manager:	Executive Officer of the Church

Key responsibilities

In accordance with the 2021-2024 strategic plan and in development with the Director (prior to her taking maternity leave)

- Identify and develop collection priorities in consultation with the Collection Archivist including management of the physical collection space and housing for the collection
- Management of the facilities and physical building, including internal building works and refurbishment which are currently in process
- Overall management of the volunteer and student program (including the transcription and translation program)
- Continuing and strengthening relationships with Friends of Lutheran Archives (FoLA), Committee of Lutheran Archives (CoLA), the Executive Officer of the Church and other Churchwide Office departments and staff, reporting staff (Reference Archivist and Collection Archivist) and other archival and historical networks; including preparation of reports, attendance at meetings, and development of collaborative partnerships across institutions and networks.
- Preparation of grant applications, and implementation and management of projects for successful applications.
- Management of IT in liaison with the IT staff at the Churchwide Office
- Management of HR, in liaison with the Executive Officer of the Church (EOC) and Church Worker Support Department.
- Communication with the wider LCA through articles in *The Lutheran*, through FoLA, and other modes of communication
- Communication with external stakeholders, such as presentations and events in the community
- Management of the Archives' finances including the budget, income and expenditure, donations, and working towards the strategic goal of financial sustainability in conjunction with the EOC and with advice from the members of CoLA.

- Other duties as required: including, but not limited to, the ability to work in the roles of Reference Archivist and Collection Archivist in times of high demand or instances of absence.

Knowledge and Skills: Essential

- Excellent communication skills: written and oral
- Project management
- Demonstrated experience in archival skills and demonstrated knowledge and practice of archiving standards, principles and practices
- Experience in managing a budget
- Experience in grant applications and seeking collaborative opportunities
- Tertiary qualification approved by the Australian Society of Archivists, or extensive experience in an archive

Knowledge and Skills: Highly Desirable

- Marketing and stakeholder engagement
- Knowledge of the German language
- A member of the LCA or another denomination, or a working knowledge of a church as an 'institution'
- A professional member of the Australian Society of Archivists

General terms of appointment

- Be willing to work in the environment of the Lutheran Church of Australia and actively demonstrate understanding for the needs of the Church
- Agree to abide by all policies of the LCA
- Demonstrate respect in all activities and relationships, as per the LCA Standards of Ethical Behaviour
- Observe and comply with the LCA Work, Health & Safety policies and procedures
- Confidentiality regarding sensitive information is a requirement of the position

Applicants should provide the following:

- Curriculum vitae (CV) (two pages maximum)
- Response to Essential and Highly Desirable Knowledge and Skills, and terms of appointment. Please include examples that clearly demonstrate how you meet the criteria.
- Three referees

Applications are to be addressed to Rachel Kuchel, Director Lutheran Archives and sent to:

Lutheran Archives OR rachel.kuchel@lca.org.au
 27 Fourth St
 Bowden SA 5007

Closing date: 12 noon CST, Saturday 11 December, 2021

For further information: 08 8340 4009 or rachel.kuchel@lca.org.au

Please note that we anticipate interviews to be held on 16 -18 December 2021.