

Lutheran Archives: Collection Archivist

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. Early records are in German script. 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

Collection Archivist: This is a newly structured position.

The primary role of the Collection Archivist is to ensure the discovery, access and preservation of the collection through arrangement and description, accessioning, and collection management projects. Projects can include digitisation of audio-visual media (outsourced to external companies), and creation of access registers for researchers, as well as cataloguing and indexing. The role will involve implementing a 'micro-volunteering' program and developing projects for students and volunteers in conjunction with the Archivist – Operations Manager. The Collection Archivist will be assisted by a team of volunteers for identified tasks. Lutheran Archives is anticipating the deposit of a large records consignment and this will need to be managed and divided into manageable projects. The role will entail developing, reviewing and implementing systems for workflow ensuring discoverability, accessibility and consistency across the collection. The Collection Archivist will need to have an excellent grasp of the collection and be able to assist the Reference Archivist and Archivist – Operations Manager in times of high demand or absence.

The Collection Archivist will work closely in a team environment with the Archivist – Operations Manager and the Reference Archivist. Regular team meetings will be held to identify priorities, manage workloads, and ensure all are working towards the identified goals of the strategic and operational plans.

Key responsibilities

Working with the Archivist – Operations Manager and Reference Archivist, and towards identified goals of the strategic and operational plans, the collection archivist will:

- Arrange and describe records series and produce finding aids
- Appraise and accession deposits, including determining priorities for accessioning

- Implement and carry out collection projects
- Digitise fragile records on an overhead cradle-bed scanner
- Oversee volunteer digitisation tasks and ensure preservation standards and processes are followed (eg digitisation of the photograph collection)
- Develop and oversee a micro-volunteering program for volunteer 'working bees'
- Identify student projects in conjunction with the Archivist – Operations Manager
- Provide reference and research services as needed
- Other duties as required

Location:	Lutheran Archives, 27 Fourth St, Bowden SA
Tenure:	18 months: February 2022 to August 2023, 18-month contract, 1.0 FTE
Commencing:	1 February 2022
Days of work:	Regular business days and hours but will also involve some Saturday morning work with TOIL accrued for these occasions. 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 2 paypoint 5 (\$71,099 in 2022), plus super.
Line Manager:	Archivist – Operations Manager

Knowledge and Skills: Essential

- Demonstrated archival skills including appraisal, accessioning, arrangement and description, and preservation and digitisation
- Tertiary qualification approved by the Australian Society of Archivists or extensive experience in an archive
- Attention to detail, accuracy, consistency, and high-level technical skills
- Demonstrated knowledge and practice of archiving standards, principles and practices
- Project management

Skills: Highly Desirable

- Working with and managing volunteers
- Knowledge of the structure and history of the Lutheran Church of Australia (LCA), or the ability to quickly gain this understanding
- Knowledge of the German language

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 16-18 December, 2021