

Lutheran Archives

Position Description – Digitisation Archivist (Contract)



- 45 days employment (9 weeks FTE)
- 3-4 days per week (negotiable)
- Location: 27 Fourth Street Bowden SA

About Lutheran Archives

Based in Bowden, Adelaide, Lutheran Archives gathers, preserves and makes accessible the records of the Lutheran Church of Australia (LCA): its departments, congregations and people. We provide access to, and tell, the stories of the church within its national and cultural context. We do this through preservation, translation, assisting researchers, publications, engaging with the community at events and seminars. Researchers range from academics, linguists and family historians to novelists and film-makers within Australia and overseas.

Lutheran Archives has a small staff, supported by a large team of volunteers. The opportunity has arisen for an archivist to join our team on a short term contract for two digitisation projects.

About the position

Reporting to the Director, the Digitisation Archivist (Contract) would be responsible for carrying out the digitisation and post-processing of a series of photographs using an Epson 11000 flat-bed scanner, and digitising a series of fragile letterpress (tissue paper) correspondence books utilising a Bookeye 4 VA1 cradle-bed overhead scanner. The project entails handling and digitising fragile records to preservation standards; identifying, labelling and re-housing physical records; processing digital copies and creating user derivatives. Catalogue management includes searching for records, updating catalogue entries, indexing records. Some arrangement and description work may also be involved, and other duties as requested.

It is expected that the successful candidate would uphold the ethos of the LCA.

Location: Lutheran Archives, 27 Fourth St, Bowden SA

Tenure: 45 days employment; 3-4 days per week

Commencing: May 13, 2019

Applicants should provide the following:

- Curriculum vitae (CV) (two pages maximum)
- Response to Required and Desirable qualifications, skills and qualities
- Three referees

Applications are to be addressed to Adam Kauschke, Archivist, and sent to:

Lutheran Archives OR adam.kauschke@lca.org.au
27 Fourth St
Bowden SA 5007

Closing date: COB Wednesday 1 May 2019

For further information: 08 8340 4009 or adam.kauschke@lca.org.au

Digitisation Archivist (Contract)

Position title: Digitisation Archivist (Contract)

Line manager: Director, Lutheran Archives

LCA unit: Lutheran Archives, Office of the Bishop

Classification: LCA Lay Worker Salary Scale L2
(\$55,166 per annum full-time)

FTE: 0.6-0.8 FTE (3-4 days per week)

Tenure: 45 days

Objective of position

To ensure the ongoing preservation and accessibility of significant records through digitisation.

Primary responsibilities

This position carries out

1. Digitisation projects, including post-processing work
2. arrangement, description and catalogue management
3. Data entry or other duties as directed

Duties of Position

This position

1. manages the digitisation projects (photographs, bound and paper records)
2. develops finding aids, guides and indexes
3. arrangement, description, indexing
4. undertakes research, and assists others in their research
5. carries out reception duties, including incoming telephone calls
6. undertakes other duties as determined by the Director, Lutheran Archives from time to time

Required qualifications, skills and qualities

1. Tertiary qualification in Archival studies (or equivalent) and/or relevant experience in an archive
2. Experience in digitisation of physical collections (e.g. photographs, documents) using a variety of hardware and software
3. Ability to handle fragile records with care and dexterity
4. Demonstrated high degree of accuracy and attention to detail

5. Demonstrated time and project management skills
6. Competence in use of archival databases and catalogue management
7. Experience in records and archival management, including appraisal, accessioning, arrangement and description, and including accurate data entry
8. Excellent written and oral communication skills
9. Demonstrated ability to work independently and in a team environment

Desirable qualifications, skills and qualities

1. Experience in using Bookeye scanner and ScanGate software
2. Experience using flatbed scanners and SilverFast software
3. Experience in using Photoshop

General terms of appointment

- Short-term contract: 45 days employment, with the possibility of short extension
- Able and willing to work in the environment of the LCA
- Agree to abide by all LCA policies as applicable
- Observe and comply with the LCA Work, Health and Safety policies and procedures
- Confidentiality regarding sensitive information is a requirement of the position.