

## ST JAMES' CHURCH, KING STREET, SYDNEY

### HONORARY ARCHIVIST POSITION (PART-TIME)

Location : Sydney (Sydney CBD)

Work type : Part-time

Sector : Religion & Religious Groups

Salary type : Honorarium

#### **The Organisation**

Consecrated in 1824, as part of the major construction programme initiated by Governor Lachlan Macquarie, St James' Church is now the oldest existing church building in the City of Sydney. It has been the venue for many historic events including the enthronement of the first, and only, Bishop of Australia, William Grant Broughton (for whom the church became his cathedral).

Through its history, St James' has been a place of ministry to a diversity of people ranging from the Governor, military personnel, and convicts at its beginnings to a great array of people who work and live in the city today and those who come from the wider metropolitan area for Sunday worship.

#### **Background to the Position**

St James' is currently seeking a professional Honorary Archivist based in the Sydney CBD. The successful candidate will work as part of the St James' Administration Team under the direction of the Rector and Wardens.

St James' Church maintains its own archives that date back to the consecration of the church in 1824 and are create a unique collection dating from colonial times to the present. A team of volunteers assist with the maintenance and access to the collection under the direction of the Archivist.

#### **Purpose of the Position**

The purpose of the position is to ensure that full and accurate records of all business transactions are created, managed, and retained for as long as is required for legal, administrative and research purposes and that the historical collection is maintained with best-practice, policies and procedures.

#### **Main Responsibilities**

- Develop policies and procedures for current records and the ongoing management of the archives,
- Manage the records including appraisal, development of disposal authorities, and undertake a regular disposal programme,
- Manage the archival and historical collections, including conservation, digitisation, arrangement and description of material, and

- Manage the provision of access to the archival collection for researchers, and local and family history requests.

### **Knowledge, Skills and Experience**

Applicants should be accredited professionals of the Australian Society of Archivists Inc.

Experience in some of the following areas is desirable;

- Designing and implementing a records management system especially in a small business environment,
- Policy and procedure preparation,
- Setting disposal periods for records of various kinds,
- Making access directions,
- Arrangement and description of archives in accordance with best-practice principles, including ISO 15489 (2016),
- Working with personal records including knowledge of the relevant Commonwealth and NSW privacy legislation and guidelines,
- Meeting information needs of the staff,
- Providing access to records,
- Working in a distributed management environment,
- Working in an increasingly electronic records management environment, and
- Understanding of the records digitisation processes and ongoing digital presentation practices.