



Sacred Heart College

AUCKLAND

College Archivist

An opportunity as College Archivist has become available.

This role will suit an organised, detailed person with a genuine love for history who thrives on research and is looking to become an active contributor by developing and managing our College Archives.

The successful person may be experienced/or have knowledge in:

- catalogue collections
- managing information and records
- protecting and preserving collections
- digitising archives
- have working knowledge of various Databases e.g. Razors Edge/ Reminisce
- proficient use of MS Office suite
- familiarity with the Public Records Act 2005
- above all be willing and able to undertake professional development in Archives
- demonstrating a high level of confidentiality and professionalism

A willingness to uphold the special character of the school is essential.

This is a permanent, part-time position during term time only. Initially you will commence on 15 hours per week whilst reviewing and organising the Archive area we then envisage this reducing to 10 hours per week.

Please email a letter of application and a copy of your CV to: Melanie Inglis, Manager of Recruitment/HR on recruitment@sacredheart.school.nz. In the subject line please specify the position you are applying for.

Applications Close: 20th March 2023