Position Title: Archive Intern

Organisation: University of Melbourne Student Union Incorporated (UMSU)

Division: Rowden White Library

Employment Status: Part-time, fixed term (within semester only)

Classification Level: Professional Level 3

Reports to: Senior Library Officer

Reported to by: Nil

Time Fraction: 0.3 FTE

Incumbent: New Position

Date Effective: February 2019

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Background:

The University of Melbourne Student Union Inc. (UMSU) is an incorporated association and is recognised by the University of Melbourne as the representative body for all students. UMSU is governed by an elected Students’ Council and twelve committees elected by and from students. UMSU is responsible for a broad range of student representative, student engagement and student support activities.

UMSU operates under the principles of Student Unionism which are broadly defined as student control of student affairs.

UMSU staff are organised within five Divisions:

- Advocacy & Legal;
- Arts & Culture
- Communications, Marketing and Events
- Clubs and Volunteering; and
- Office of the Chief Executive Officer

Each Division is supported by a Student Advisory Group that is comprised of elected student representatives and designed to support ongoing collaboration between UMSU staff and elected student representatives. Student Advisory Groups provide feedback and advice from a student perspective to enhance participation in UMSU operated programmes and services.

The UMSU Constitution establishes that UMSU will:

1. advance the welfare and interests of students;
2. represent students of the University within the University and to the community;
3. provide amenities and services, principally for students and other members of the University community, and incidentally to the public.
4. provide an independent framework for student social and political activity;
5. develop, maintain and support student clubs, societies and associational life generally;
6. promote and defend the rights of students to education on the basis of equality, without regard to race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political religious or ideological conviction, or national or social origin;
7. oppose violence and/or hatred through militarism, nationalism, or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, religion, or national or social origin;
8. provide a democratic and transparent forum in which students’ affairs and interests can be governed in an effective and accountable manner; and
9. To promote free and accessible government-funded education.

In order to support these objectives UMSU staff observe the following values:

**Student Led and Focussed**
- Be true to our mission of ensuring student control of student affairs.
- Student needs and ambitions remain at the forefront of everything we do, and guide the decisions we make.
- We will continue to foster a sense of ownership amongst students and student representatives, to provide them with opportunities to shape the future direction of UMSU.

**Inclusive and Connected**
- Ensure that services, events and activities are accessible to, and take into account the needs of all students.
- Offer students the capacity to lead and shape enriching experiences that foster a lifelong connection to their communities.
- Providing opportunities for UMSU to engage with all students in some way.

**Effective and Engaged**
- Seek to influence, and be adaptive to, any changes in the University as they relate to students
- Development of a clear organisation-wide understanding of how we are perceived by students and to understand their needs and priorities
- Be aware of opportunities for internal collaboration to improve responsiveness and service delivery

**Accountable, Transparent and Responsive**
- Provide an environment and culture in which everyone feels included, supported and respected
- Maintain a positive and supportive organisational culture that is focused on the wellbeing of staff, student representatives and volunteers
- Communicate openly with student representatives, staff and volunteers to ensure that we are providing for their needs.
- A clear and consistent internal operating model to drive service provision

**Divisional Overview**

The Arts and Culture Division is comprised of the following departments:

- Arts Programs;
- AVMelbourne;
- Rowden White Library; and
- Union House Theatre (student theatre).
The Division overall is responsible for facilitating student participation and engagement in student-lead artistic activities, for working with elected student representatives to provide artistic and cultural programs that support the objectives of UMSU, and the operation of services that support students on campus. The activities and services provided by the Arts and Culture Division are integrated and collaborative, and responsive to the needs of student. The Division seeks to maximise opportunities for student participation and engagement.

The UMSU Archive was established in 1993 and is housed within the Rowden White Library (RWL) which is responsible for its collection management and preservation. The purpose of the Archive is to collect, preserve and make accessible to future generations material relating to the life and activity of students as it occurs in relation to the Student Union.

**Position Summary:**

The Archive Intern position is a developmental opportunity for a currently enrolled University of Melbourne student to gain valuable work experience across one of the University of Melbourne’s significant archive collections; managed by the Rowden White Library.

Under the routine supervision and with direct support from the Senior Library Officer, the incumbent will work behind the scenes with one of the University of Melbourne’s significant archive collections which includes content related to the history of:

- Student representative political activity and activism;
- Student cultural activity, history & practice, particularly student theatre;
- History and activity of the various student representative bodies at the University of Melbourne;

This internship is designed to be both educational and practical. In this position, the incumbent will learn how to take skills acquired through their academic pursuits and apply them in a professional setting. It is anticipated that the individual will gain a better understanding of the valuable contribution that an accessible, ordered archive can make to the ongoing life of its community.

**Key Accountabilities:**

- Processing of the collection, including physical arrangement such as sorting, boxing labelling;
- Help identify, list and sort duplicates within the collection;
- Creating database records and editing of existing records if needed;
- Identify and allocate materials in need of conservation;
- Identify and allocate materials in accordance with the digitisation policy and procedures;
- Providing assistance to researchers as directed; and
- Any other related tasks as needed, under the supervision of the Senior Library Officer.
Health & Safety and Environmental Responsibilities of Staff

General Responsibilities

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. OHS responsibilities applicable to positions are published at: OHS Roles and Responsibilities

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Employees.

Authority to Act

Executive authority to act is defined in:
- University of Melbourne Statutes and Regulations; and
- Individual position descriptions.

SELECTION CRITERIA

Essential Skills and Qualifications:

- Progress towards the completion of a degree in Art Curatorship/Museum Studies, Conservation or similar, coupled with a genuine interest in pursuing this as a career pathway;
- A methodical, prudent approach with a keen eye for detail;
- Strong interpersonal, analytical and communication skills, with the ability to show initiative and flexibility;
- Demonstrated experience using a range of software systems including Microsoft office suite, with the ability to easily acquire new IT skills as required Ability to work independently and as an effective team member; and
- Proven ability to handle sensitive material with care, maintaining confidentiality of UMSU documents and other information.

Desirable Skills and Qualifications:

- Experience in working with archives;
- Experience working with archive databases and management systems;
- Knowledge of the correct procedure for the safe handling of archive objects; and
- An interest in or knowledge of conservation methods and practices.

I have read, understood and agree to comply with the position description.

Signed: ________________________________  Date: ____________

(Incumbent)

Signed: ________________________________  Date: ____________

(Supervisor)