



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	PRESERVATION OFFICER
Position no:	50014172
Team:	[Product & Content Technology]
Department:	Digitisation & Preservation
Location:	Ultimo
Reports to:	DIGITISATION & PRESERVATION LEAD 50014156
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 4]
HR Endorsement:	4/03/2022

Purpose

Support the maintenance, storage, digitisation and preservation of the ABC's collections to ensure ongoing access.

Key Accountabilities

- Under routine direction, carry out archival, preservation and digitisation activities on audio-visual materials selected for Preservation and ABC re-use purposes.
- Appraise and select audio-visual materials for digitisation.
- Digitise AV materials to required technical specifications in line with existing procedures and guidelines. Assist in the appropriate storage of AV materials to ensure their preservation and longevity.
- Assist with the creating, modifying, and updating metadata on various systems to ensure AV collection is properly described and discoverable.
- Resolve technical, metadata or operational issues using readily available information; and report and/or escalate more complex issues.
- Perform routine collection management duties including ingest, cataloguing, accessioning, loans, dispatch and disposal of ABC's media collections to meet departmental standards.

- Ensure accurate records are maintained to specified cataloguing and preservation standards in relevant Collection Management systems.
- Undertake the consignment of media to National Archives Australia (NAA) in compliance with ABC policies and guidelines to meet disposal obligations.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care of your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications and/or equivalent skills, knowledge and experience in the delivery of collection management services.
2. Demonstrated sound knowledge of archival principles, policies and procedures as well as media formats and preservation issues and ability to apply that knowledge across a variety of audio-visual media formats including film, audio tape, videotape and digital files.
3. Demonstrated moderate experience in the use of Collection Management database systems, with the ability to apply accessioning standards and principles across a range of resources and systems with a high level of accuracy.
4. Proven experience handling physical media collections.
5. Accomplished interpersonal, organisational, and communication skills, with demonstrated ability to adapt to changing workflows and priorities while meeting deadlines.
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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