

Position Title	Archivist
Classification	Level 6
School/Division	School of Indigenous Studies
Centre/Section	Berndt Museum
Supervisor Title	Director (Berndt Museum)
Supervisor Position Number	TBC
Position Number	TBC

Your work area

The Office of the Pro Vice-Chancellor Indigenous Education (PVCIE) is responsible for leading the University of Western Australia's Indigenous Education Strategy, which encompasses all areas of the University's activities. The PVCIE provides strategic leadership of the School of Indigenous Studies and is responsible for the operations and strategic developments of the Berndt Museum and the Poche Centre for Indigenous Health. Through these entities, the office is responsible for delivering multi-disciplinary teaching and research programs and providing specialised support and services to current and future Indigenous students.

Founded in 1976, the Berndt Museum of Anthropology is the University's major collection of Aboriginal and Torres Strait Islander art and culture. The collection also features cultural material from the Asia-Pacific region, including Papua New Guinea, Indonesia, Japan, India, and Korea. The Berndt collection is a living testament to the rich and diverse cultures it represents. Established as a research museum, it is considered one of the most significant collections of Aboriginal and Torres Strait Islander art and cultural material globally, with materials included in the UNESCO Memory of the World Register.

Reporting structure

Reports to: Director of the Berndt Museum
Dotted line reports to: Collections Manager

Your role

Under general direction, you will be responsible for the care, preservation, management, and access of the Museum's Archival Collection, which includes written historical documentation, photographic materials, audio and film recordings, and all other material relating to Aboriginal Australia and the Museum's broader Collections. You will develop, implement, and uphold archival policies and procedures concerning processing, documenting, storing, preserving, and accessing archival collections.

You will be part of a supportive and collaborative team dedicated to the preservation and promotion of Indigenous culture and heritage. The Archivist will be crucial in preserving this significant variable material and related objects in the Berndt Collection.

Your key responsibilities

Manage variable media collections, including written historical documentation, photographic materials, audio and film recordings, and all other documentation relating to Aboriginal Australia and the Museum's broader Collections.

Develop, manage and maintain consistent, safe, and appropriate methods for acquiring, describing, storing, analysing, and retrieving variable archival material and related objects in the Berndt Collection that adhere to Indigenous protocols and international standards.

Liaise with the Collections Manager to ensure acceptable long-term and international preservation standards of the collection are met through archival maintenance including but not limited to arrangement and description, re-housing, conservation advice, stocktake, valuations, risk management and disaster preparedness.

Identify, survey, and document the Museum's variable media holdings and coordinate and perform processes to ensure the preservation and digitisation of prioritised collection materials.

Collaborate with UWA specialist staff to identify and assess priorities for preservation and prepare for digitisation.

Advise staff on and manage archival policies and procedures related to research and cultural access protocols, preservation planning, records management, and handling procedures.

Facilitate archive inquiries and coordinate physical and digital access requests in line with Indigenous protocols, rights and ownership issues.

Identify connections between the Museum's Archival Collection of written historical documentation, photographic materials, audio and film recordings and the Museum's broader Collections.

Perform other duties as required.

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications in art history, anthropology, archaeology, museum or cultural heritage studies, indigenous studies, or demonstrated equivalent competency.

Substantial relevant experience and knowledge of relevant policies, procedures, and standards, including art collection policies, art handling, and museum registration policies and methods.

Demonstrated experience in handling, packing, transporting, and storing all types of variable media.

Demonstrated knowledge of Aboriginal and Torres Strait Islander art, culture, and social histories.

Highly developed communication, organisational and administrative skills.

Proficiency in various computing skills, primarily records management databases (preferably museum or collections-focused, word processing, spreadsheets, internet, and email).

Knowledge of EMu Collection Management System is desirable.

Ability to work independently, show initiative, problem solve, and work productively as part of a team.

Special requirements (selection criteria)

Current National Police Certificate.

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/