



## SAHETI SCHOOL

### **ARCHIVIST: SAHETI SCHOOL ARCHIVE (consultant position)**

SAHETI School is an independent, co-educational, English-medium school situated in Bedfordview, Johannesburg.

An archive is currently being built at the school to house SAHETI's school archive, that of the Lyceum Club of Greek Women as well as other collections that reflect the history of the Greek community in southern Africa. A consultant is required to put in place the elements needed for a functioning archive.

#### **The consultant archivist will:**

- Assess the archives and help define mandate and policy (acquisition, appraisal, access)
- Assure the preservation and inventorying of the existing archive (SAHETI and Lyceum) assisting with arrangement and description as necessary
- Establish systems for the running of the archive
- Advise on the organisation of physical storage space both for archival and resource material
- Advise on software and other IT requirements
- Draft a plan for the next phase of the archive (recommendations for records to be collected, staffing and other resources required)

#### **Key requirements:**

- Tertiary qualification in archival studies/library science/heritage studies/information science *OR* at least 5 years' experience in the archival sector.
- An understanding of the elements necessary for establishing and running a community archive
- Experience in the organisation, cataloguing and classification of archival material
- An understanding of conservation issues in archives
- An understanding of information technology and the ability to use software for input and retrieval purposes
- Track record of timely delivery on projects
- Excellent writing and communication skills
- Ability to work in consultation with a committee

- Knowledge of/interest in the Greek community would be an advantage

**The remuneration package is negotiable.**

Please email a covering letter and CV (no certificates), including the names, email and telephone details of two contactable referees to: Mrs Christina Michas at christinam@saheti.co.za

**Closing date for applications: 31 January 2012**

SAHETI School reserves the right not to make an appointment. Submitting an application does not entitle the applicant to automatically be called for an appointment. Failure to meet the minimum requirements of the advertised post will automatically disqualify applicants from consideration for the post.