

Job Description of Archivist

Key Responsibilities

- Evaluating, selecting, retrieving and arranging materials
- Answering enquiries
- Making the archives accessible to a wide range of users
- Storing and preserving perishable documents
- Producing teaching materials
- Negotiating the acquisition of new collections
- Organise training sessions on archival procedures;
- Identify ways of protecting and preserving collections;
- Advise on the ongoing organisation and storage of material in order to encourage organisations to plan for the future.
- Prepare record-keeping systems and procedures for archival research and for the retention or destruction of records
- Advise users on how best to access, use and interpret archives

Qualifications and Experience

- Bachelors' degree with professional certification
- Minimum 5 years of Experience in a similar role

Reporting

Head of Library