



Archivist

Expressions of Interest

About Goldfields Aboriginal Language Centre

The Goldfields Aboriginal Language Centre Aboriginal Corporation (GALCAC) is the regional language centre for the Goldfields region of Western Australia. GALCAC works with speakers of 12 Aboriginal languages to ensure the languages are recorded, linguistically analysed and preserved through the creation of lexical databases, dictionaries and grammars. GALCAC also works to ensure that speakers have resources and opportunity to enjoy, use, share and teach heritage languages.

GALCAC maintains a strong academic profile through the release of academic papers and materials, engagement with a wide variety of research, researchers and universities to ensure the language collection and analysis processes used are best practice, peer reviewed and academically informed.

GALCAC is located in Boulder with a second office in Warburton Community. The Archivist will reside in Kalgoorlie or Boulder. All GALCAC staff also engage with tasks outside their core role and core work hours, such as holding information displays, meeting with members of the public at events, attending events and holding workshops.

Overview of the Archivist Position

GALCAC is seeking expressions of interest from qualified archivists preferably with a background of study or work with Australian Aboriginal languages, WA history or heritage and digital archiving systems for a 9 month 0.1FTE or a 12 month 0.75FTE contract position. The position may be filled by a qualified Historian with a strong IT and digital archive capability. The position may be ongoing, depending on funding outcomes.

The applicant must have a university qualification in archiving, a background in or be working towards an archiving degree, be a resident of Australia and very keen to work in an exciting, grass-roots Aboriginal organisation.

Personal qualities must include a can-do attitude, ability to work and maintain focus in a fast-paced, busy environment, ability to achieve excellent outcomes on time, ability to flourish in a small team and help the small team to flourish, an exceptionally positive attitude towards work, and the ability to work out of hours, on weekends or in remote communities, if required.

The Role

The Archivist position is for 9 months full-time or 0.75FTE for a 12 month period. The Archivist will be working on GALCAC's existing digital archiving system, based on the 'Keeping Cultures' platform accessioning documents, data, photographs, films and other material. The archive is used by the academic staff and needs to be made ready for use by the public in 2023. The Archivist will maintain the hard copy and back up copy of the digital archive. A high level of IT capability is required.

The Archivist will trawl archives Australia wide to locate documents related to the languages of the Goldfields, to add to the existing archive. The Archivist will also manage donated collections and accession this material to the archives.

The Goldfields Aboriginal Language Centre (GALCAC) is a very small NGO undertaking critical Aboriginal language recording, analysis and creation of preservation records such as lexical databases, dictionaries and grammars. GALCAC also operates a variety of activities and events and is often fast-paced and very busy. The Archivist will be engaged in some of these activities as part of their duties. Opportunity exists for the Archivist to accompany field linguists on visits to remote Aboriginal communities to advise on community based archives and collections.

Remuneration

The Archivist salary is \$73,597 pro rata plus a district allowance of \$51 per week and 10% superannuation.

Three week's annual leave is taken over the Christmas-New year period and one week in July. The Goldfields Aboriginal Language Centre closes down during these periods for all staff to have annual holidays.

Selection Criteria

1. Archiving or Historian qualification
2. Working with Children Card (WWC) or ability to obtain.
3. Federal Police Certificate or ability to obtain.
4. Current driver's license – preferred.
5. Australian resident – essential.
6. Proven ability to manage academic documents, photographs and film in an archiving system, or an ability to learn rapidly.
7. Proven IT literacy and digital archive database experience, or an ability to learn rapidly.
8. Capability and willingness to work in a fast paced Aboriginal language centre.
9. Proven ability to adhere to organisational policy and procedure.

10. Personal attributes and ability to work in a small team as a cooperative, engaged, enthusiastic and capable team member.

How to Apply

Application to include:

1. A cover letter introducing yourself, your experience and why you're keen on working with GALCAC.
2. A CV/resume.
3. A one-page statement on the selection criteria; dot point statements on whether or how you meet them. If you don't meet them, how will you up-skill yourself to meet them.

Applications to:

1. By email: the CEO info@wangka.com.au
2. By post or in person: CEO GALCAC 2 Burt St, Boulder WA 6432

Further information

By email only to the CEO info@wangka.com.au

This advertisement will remain open for expressions of interest until 26th August 2022 or until we find the person who is the right fit for the contract and the GALCAC team.

About Kalgoorlie-Boulder

Kalgoorlie-Boulder is a small city of approx. 30,000 people located in the Goldfields region of WA. K-B has all the services, sporting clubs, activities and events for a very comfortable life. Employment opportunities for partners and family members are very good. Housing is very affordable.