Position Title: Collection Management – Rehousing and Inventory Project, Bill Mitchell Collection

Supervisor: Sarah Charing, Liaison Librarian – Research Support, Architecture, Building and Planning
Jason Benjamin, Conservation Programs Coordinator, Cultural Collections
Helen Arnoldi, Cultural Collections Projects Coordinator

Position Goal: The primary goal of this position will be to create an inventory and rehouse materials from the Bill Mitchell Collection in the Rare Materials Collection in the Architecture and Planning Library. This project will aid in the long term access to and storage of this collection.

Background: The Rare Materials Collection in the Architecture and Planning Library comprises of 19th and 20th century material; seminal architectural texts; collections of major local architects and planners; original drawings, sketchbooks and scrapbooks; objects from the University's architectural atelier and theses. Pre-19th century material from the collection is housed with the Special Collections at the Baillieu Library.

William Mitchell was influential in the development of computer-aided design and a pre-eminent urban theorist. He was a graduate of the School of Architecture at the University of Melbourne and at the time of his death in 2010, was working at MIT. The Bill Mitchell Collection consists of, amongst other things, slides, photographs, theses and manuscripts and research for some of his books, including City of Bits, The Logic of Architecture and The Poetics of Gardens.

Responsibilities: Working in consultation with the Liaison Librarian, the student/volunteer will be required to assess, sort and rehouse objects from a selection of materials from the Mitchell Collection to meet conservation standards. This will involve assessing the condition of the collection materials and then rehousing in archival folders, jackets, boxes and other appropriate enclosures. Once rehoused, labels will need to be created identifying the contents of each folder and inventory lists created.

Qualifications: A basic understanding of collection management principles specific to the documentation of museum objects (progress towards the completion of a degree in Curatorial/Museum Studies and/or previous volunteer experience with an Archive, Museum or Historical Society is desirable).

Knowledge of the correct procedures for the safe handling of objects would be advantageous as this position requires the handling and close inspection of vulnerable works on paper and other collection items.
An interest in / knowledge of conservation methods and practices.

A methodical, prudent approach with a keen eye for detail is required.

An interest in architectural history would be ideal.

**Training and Supervision:**

On-the-job training specific to the requirements of the position will be given.

Occasional meetings with the Cultural Collections Projects Coordinator to review how the project is progressing and discuss any ideas or problems encountered.

**Benefits:**

Opportunity to work at close hand with one of the University of Melbourne’s extensive cultural collections.

The opportunity for professional development through experience gained in collection management procedures and practice.

Satisfaction gained from working closely with the Architecture and Planning Library’s Rare Materials Collection and improving the long term storage of the collection and aiding future access to collection materials. Through the project, you will be contributing to make the University’s cultural collections more accessible, facilitating their interpretation and assisting in their long term preservation.

For more information on this position please contact:
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