Position Title: Collection Management – Cataloguing (Correspondence Files), Germaine Greer Archive

Supervisor: Dr Katrina Dean, University Archivist, UMA
Helen Arnoldi, Cultural Collections Projects Coordinator

Position Goal: The students/volunteers will assist in the cataloguing of the correspondence files that form part of the Germaine Greer Archive. This project will aid in the long term access to and appreciation of this collection.

Background: The University of Melbourne Archives was established in 1960 and to date holds some 18 kilometres of records, making it one of the largest non-government collections in Australia. UMA collects, manages and provides access to the historical records of the University, Victorian business, trade unions and other labour organisations, community and cultural organisations, as well as the personal papers of many individuals prominent within them.

Germaine Greer is an academic, journalist and a key figure of second wave feminism. Best known for her publication of *The Female Eunuch* in 1970, she has written on topics as diverse as feminism, Shakespeare, art criticism, Australian Indigenous issues and conservation. UMA recently acquired the Germaine Greer Archive, comprising of six decades of manuscripts, working papers and correspondence. Once accessible, the archive will provide rich research material on an extraordinarily wide range of subjects, from literature, feminism, theatre, film, art history, social history and the human rights movement to environmental conservation, politics, human contraception and reproduction. It also includes files for academic research and publications, including files on women artists and seventeenth-century women poets, awards and honours, photographs, video tapes and numerous audio and digital files.

Responsibilities: Working under the direction of the University Archivist, as one of the Germaine Greer Project team, the student/s will be required to assist in the cataloguing of the correspondence files. They will be required to create file level metadata for the files including details of correspondents and date ranges. The metadata will be published in the Archives online catalogue.

Qualifications: The student will need to have a basic understanding of archival and collection management principles (progress towards the completion of a degree in Archival Studies, Information Management or similar would be ideal).
Knowledge of the correct procedures for the safe handling of archival material is desirable, as this position requires the handling and close inspection of documents and other archival materials.

The ability to follow legal and ethical standards and professional guidelines relating to privacy and information.

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

The ability to work independently and in consultation with a small team.

An interest in contemporary cultural and social history would be ideal.

**Training and Supervision:**

On-the-job training specific to the task will be provided.

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. Experience in the management of archival information.

Satisfaction in focusing on a specific collection within the University of Melbourne Archives and seeing it catalogued in accordance with current archival best practice. Through the project you will help make the University’s cultural collections more accessible by assisting in their interpretation, management and long term preservation.

For more information on this position please contact:
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