Sydney Living Museums Internship Project Outline

Records Management – Museum Archive Consolidation

Name (staff member submitting)	Deborah Morrell	*If staff member submitting is not the proposed supervisor, has the proposed supervisor been notified?*			Yes/No
Unit/ portfolio	Operations & Governance, ICT - Records				
Supervisor (name of staff member who will supervise intern)	Deborah Morrell	**Position title**		Records Systems & Administration Coordinator	
Phone	8239 2284	**Email**		deborahm@sydneylivingmuseums.com.au	
Internship duration (number of weeks – normally 10)	10	**Number of days per week** (normally 2)	2	**Preferred days of the week**	Tuesday, Wednesday, Thursday
Internship start date/ month	Late March (from 21 March onwards)	**Internship end date/ month**		Early June - Flexible	
Internship location (please give full address**)**	The Mint, No 10 Macquarie Street, Sydney CBD				
Are there any factors likely to affect the timing of this internship? Eg. holidays or periods of absence planned for key staff; key project deadlines? (If so please give details)	No, but a TRIM upgrade is planned after April (probably June/July ?) & will take up most of my time (Records Systems & Administration Coordinator).				
Project title	**Consolidation of HHT / SLM marketing material archive in Records custody**				

Project description (please provide a brief description of the project)	

ICT Records at SLM manages the electronic records management database (TRIM), as well as an archive of hardcopy records including paper files, plans, photos & marketing material. Records collects (required under *State Records Act 1998*) and has custody of a range of SLM marketing material in hardcopy such as catalogues, brochures, flyers, posters & calendars dating back to the 1990's. Current copy is now mostly in electronic format.

Some of the collection has been sorted, very little is catalogued (registered) in TRIM and it's stored in containers of varying archival quality. There are some paper files & electronic documents in TRIM that contain text & other records relating to publication, however there is often no electronic copy of the final product on file, there is sometimes a copy on the specific 'program' or 'exhibition' hardcopy file.

Requirements of the project are to assess old systems of recording marketing material and develop a system/process for managing the collection so that it's catalogued & easily searchable / retrievable. Tasks include:
- Identify and review existing recording/processing of marketing material to date by Records – includes searching TRIM database & accessing relevant old files as well as reviewing old lists/data stored on shared G: Drive.
- Assess the collection of 'unregistered' marketing material & in liaison with Records Coordinator, develop a system for cataloguing & registering in TRIM, including estimated timeframe for completion (extent of work); establishing metadata requirements & ensuring compliance with *State Records Act*.
- Sort the collection according to the agreed system & start cataloguing & registering in TRIM, using the SLM Business Classification Scheme (BCS) for titling (Note: It's not

expected that the whole collection will be completed within this practicum).

- Store in appropriate archival quality sleeves & containers & label using standard TRIM labels.
- Produce a report outlining the process developed to manage these records.

Primary subject area *(What is the <u>primary</u> subject area for the intern?* *eg. history, museum studies, marketing)*	Information Management – Records & Archives
Secondary subject area *(What is the <u>secondary</u> subject area for the intern?* *eg. history, museum studies, marketing)*	Museum Studies – Collections Management

Skills required
(Bullet points - list the general skills the intern will need for your project – eg writing ability, organisational skills. Include any computer programs and ability level needed)

- Good computer skills, such as Excel & database skills, intern will be shown how to use the TRIM recordkeeping system, used extensively within State Government
- Good analytical skills
- Good organisational skills
- Attention to detail

Aims of engaging an intern
(What are the key goals/ aims in engaging an intern in the project? 1-2 sentences describing why the intern's work will be of value to SLM and how the intern will gain from the experience)

The collection of old marketing material is currently uncatalogued (unregistered) and is relatively inaccessible, once this material is registered in TRIM it will be easy to search for and retrieve and will be useful to SLM staff, & wider audience, when researching previous exhibitions, events or for old marketing material relating to specific SLM properties.

Outputs/deliverables
(List the key outputs (pieces of work) you are hoping to achieve for SLM through engaging an intern in the project)

1.	All existing historic listings & processes for managing the marketing material in Records custody will be identified & assessed.
2.	The marketing material collection will be assessed & a system for sorting, cataloguing, registering & boxing will be developed with an estimated time-fame for completion of the project.
3.	Some of the marketing material will be sorted & catalogued & relevant metadata registered in TRIM & fully compliant with *State Records Act 1998* requirements, part of the project is to assess the extent of work – it's not expected that the whole collection will be completed by the end of the practicum.
4.	The marketing material completed in this practicum will be stored in appropriate archive quality sleeves & boxes & will be labelled & stored appropriately.
5.	SLM will have a final report on the project with documented process for managing the records as well as an estimated time-frame for completion of the work.

Milestones
(List key milestones in the intern's involvement in the project. e.g. "week 2: research, weeks 3-5: draft summaries")

Week 1:	Project orientation and setting of work plan (plus training in TRIM & *State Records Act 1998* compliance requirements).
Week 2-3:	Identify existing systems/processes used to manage the collection to date & then assess the collection & develop/document a compliant system for cataloguing / registering the material in TRIM, including establishing metadata requirements as well as estimating how long this work should take, in liaison with Records Coordinator.
Week 4-8	Follow the agreed system to catalogue & register in TRIM the items in the collection, completing required metadata fields & using the 'SLM Business Classification Scheme' (BCS) for titling.
Week 9:	Store in appropriate archival quality sleeves & containers & label using standard TRIM labels & return to compactus storage.
Week 10:	Write a brief report that contains the process chosen to manage these records and an update of the status of the project including work achieved by

	the end of the practicum.	

Are there any special opportunities for the intern to communicate/present their experience and findings? *(eg. Publish on SLM website or SLM intranet, present at team meeting)*

Intern could present/report what they have achieved to the ICT team weekly meeting towards the end of the Internship.

Have you secured the necessary facilities for the internship period?

Has a specific workspace/desk been identified for use by the intern?	Yes	**Please specify desk location**	On Mezzanine with ICT & Web & Screen Media
Phone line	No		
Network access	Yes		

Workplace Health & Safety

Are there any risks associated with the intern's work beyond those of a regular office-based location? *(eg. Dust, heavy lifting, outdoor work)*	No
If 'yes' do you have the applicable risk assessments and safe work method statements?	

On-the-job training

Will the intern require access to any SLM staff for on-the-job training (eg. IMSS, Caroline Simpson Library staff, object handling) or specialist software programs? Please give details	**If yes, has this already been negotiated and approved with the relevant units/portfolios?**
1. TRIM database & State Records compliance requirements	Yes
2. Records Systems & Administration Coordinator will provide training.	Yes

Other than support with training, will the internship require any other support or input from other Units/Portfolios?

If 'Yes' please list the Units/Portfolios.	**If 'Yes', has this been negotiated and approved with the relevant units/portfolios? This should be arranged prior to submitting this**
1.	No

Will the internship involve travel?	No
If travel costs are anticipated (eg. Reimbursement for travel fares) do you have a budget available for this?	No
Will the internship involve working with children? *(If so this may require a Working With Children Check)*	No

Application process	Students wishing to apply for this internship should submit an application to internships@sydneylivingmuseums.com.au including ALL of the following: 1. A completed **Student Information form** (please visit http://sydneylivingmuseums.com.au/get-involved/internships to download the form) 2. **Letter of interest**, outlining why you are interested in the internship and why you would be best suited to the project. This is the main part of your application and it should address the 'project description' and 'skills required' sections of this Project Outline 3. **CV** including grades for completed units of study
Application deadline	**10am Friday 10 March 2017** Interviews are expected to happen on the afternoon of Thursday 16 March