



JOB DESCRIPTION

Position	Archivist
Location	Subiaco, WA
Terms	Contract position, 0.6 FTE for a minimum of 3 months
Reports to	Artistic Director

About Tura

Tura New Music (Tura) is a multi-award-winning arts organisation that creates bold and diverse journeys exploring Australian culture, identity and new thinking through the sonic and allied arts.

Tura is a leader in curating and producing innovative sonic art programs across Australia and internationally. Through its award-winning programs, Tura links artists with new audiences, connects regional and urban cultures, and creates experiences which transcend the mainstream. Winner of the APRA/AMC Award for Outstanding Contribution to Australian Music and Sound Art in a Regional Area in 2006, 2009, 2017 and 2020, Tura is praised for its commitment to presenting world-class Australian cultural projects in regional Australia.

About the role

Tura is seeking a suitably experienced and passionate Archivist to create a comprehensive systemised record of the organisation's activities over its 35 year history. Records include collateral ephemera and documentation related to artistic programs, performances, tours, conferences and other events, as well as audio and video recordings.

Working with Tura's Founder and Artistic Director, and with the Associate Editor, the Archivist will also actively contribute to the development of a curated public collection to be included on the company website.

Key Responsibilities

- Review the status of archiving and cataloguing work completed to date, and make recommendations for improvements or alternatives as required
- Plan and manage archive storage and cataloguing systems for future material as agreed with the Artistic Director
- Develop and maintain the historic collection database and catalogue, including accessioning, arranging and describing materials
- Archive Tura's historical digital and hard copy records relating to Artistic Programs with a focus on the application of appropriate digital technologies and industry best practice
- Identification of items requiring conservation treatment and implementation of appropriate storage systems, including digitisation
- Advise on digital and paper records management and general archive matters

General responsibilities

- Exercise a duty of care by working in a safe and efficient manner, having regard to own safety and that of others
- Work in accordance with the philosophy of Tura as described in its Strategic Plan.

Essential Criteria

- Tertiary qualifications in archives and records management or a minimum 3+ years' experience as a records or archives manager or similar role.
- Demonstrated in-depth knowledge of contemporary archiving records management standards, principles and practices.
- Demonstrated technical skills, particularly in relation to digital audio-visual files & systems, databases, and archival digitisation processes.
- Thorough understanding of the application of technology in digital storage, access and use of records.
- Demonstrated ability to integrate diverse sources of information, make clear judgements about complex problems and develop creative and workable options and solutions.
- An ability to express complex information and ideas in a clear and appropriate manner.
- Excellent verbal and written communication skills.
- Ability to work collaboratively as well as independently.

Desirable

- Experience in the use of collection management systems
- An understanding of archival practice as it relates to contemporary (sound) art
- Experience in the curation of audio-visual records
- Membership or eligibility for membership of the Australian Society of Archivists.
- Experience writing and implementing document and records management procedures.

Applications and enquiries to admin@tura.com.au
Applications close 5pm Wednesday 18th August 2021