



Heritage Archivist

- Contribute to the preservation and recognition of WA's motoring history
- Work for a WA well-known purpose-led member organisation
- Casual role working approx. 15 hours per week, flexibility on days, CBD location

If you're passionate about preserving history and ensuring the stories of the past are safeguarded for future generations this position is exactly what you are looking for. At RAC, our Heritage Archivist plays a pivotal role in archiving the treasures of our heritage, in line with our commitment to being the driving force for a better WA.

As a purpose-led member organisation, RAC is dedicated to the needs of our members and the broader community. We believe in a safer, more sustainable, and connected Western Australia. By contributing your expertise, you'll help preserve the legacy that makes WA unique and support our mission to enrich the lives of our members and the community.

What you will be doing?

- Conduct detailed assessments of our Heritage Collection, ensuring accurate and comprehensive accession into our archives management database.
- Maintain optimal storage conditions for our collections, adhering to the standards set by the State Records Office of Western Australia and National Archives of Australia.
- Lead the digitisation and transcription of photographs, registers, minutes, videos, films, and other historical documents.
- Oversee and update our photographic database, ensuring images are catalogued with metadata for future accessibility.
- Facilitate the annual review and update of RAC's heritage collection policies and procedures, ensuring they reflect best practices and current standards.
- Assist in developing and implementing heritage management strategies, including Significance Assessments of heritage items.

What are we looking for?

- Educational Background: A tertiary qualification in Corporate Information Management, History, Cultural Heritage, Museum Studies, or a related field.
- Experience: Knowledge and experience in preservation, archival management, heritage conservation, and implementation of heritage policies.
- Passion for History: A genuine enthusiasm for safeguarding and sharing the stories that shape our community.

At RAC, we are committed to role modelling our LEAD behaviours and considering the needs of our members in everything we do. By aligning your actions with our purpose, you will contribute to making Western Australia a safer, more sustainable, and connected place.

Please Note: Applications close Friday 5th July 2024. If you would like further information or a confidential conversation about this vacancy, please contact recruitment@rac.com.au
Apply Online by submitting your resume via our website [RAC Careers \(myworkdayjobs.com\)](https://rac.com.au/careers)