

Job Vacancy

Archivist, Catholic Diocese of Christchurch

Reports to: *Manager Finance & Support Services*

Employment type: *Part-time [5 hours]*

Background:

Every diocese is obliged by Canon Law (canons 482-491) and by the Pontifical Commission for the Cultural Heritage of the Church, to maintain an archive.

The Diocesan Archive ensures that all records generated by the Bishop and his administration [Curia], are “preserved [boxed and listed], transmitted, renewed and appreciated because they represent the most direct connection with the heritage of the Church Community”.

The Archives of the Catholic Diocese of Christchurch had its beginnings in a collection of material from the time of its first Bishop, Bishop Grimes. This collection was originally managed by a volunteer diocesan priest [Fr Kevin Clark] who on his retirement relinquished the role to a qualified archivist. With a robust arrangement & description system in addition to reference and outreach services, the Diocesan Archives has remained at its core the material the Bishop of the day (or his delegated administration and Curia) has dealt with.

Job purpose:

To manage and preserve the diocese’s archival collection, ensuring the accurate inventory, maintenance, and accessibility of materials that document the history, mission, and activities of the Catholic Diocese of Christchurch. This role supports the Church’s mission by safeguarding its heritage and enabling effective communication of its values and history.

Key Responsibilities:

Archival Management:

- Appraise, arrange, describe, and preserve diocesan archival materials, including physical and digital records, photographs, artifacts, and publications.
- Maintain storage conditions that ensure the long-term preservation of archival collections, in line with recognised archival best practice.

- Continue to develop systems for cataloguing and indexing archival materials for easy retrieval

Records Management:

- Collaborate with Curia staff to manage the lifecycle of organizational records, including retention and disposal schedules and secure disposal of records as needed.

Reference Services:

- Provide research and reference services to internal and external stakeholders, including Curia staff, parish administration, researchers, educators, and members of the public.

Policy and Compliance:

- Ensure archival practices align with professional standards and legal obligations, including canon law, privacy and copyright laws.
- Maintain and/or update policies and procedures for the archives and, if implemented, the records management program.

Digital Preservation:

- Implement existing strategies for the digitization and preservation of existing archives and preservation of born-digital records.
- Manage archival software and databases, ensuring secure and efficient storage and retrieval of digital materials.

Collaboration and Training:

- Supervise and train volunteers and interns to assist with archival work.

Other Duties:

- Maintain the Archives and Relics websites
- Assist with diocesan projects or initiatives as required.

Qualifications:

- Degree in Archives and Records Management, Library and Information Studies, History, or a related field is desirable but not necessary.

Skills and Experience:

- Proven experience in archives or records management, preferably within a religious or non-profit organization.
- Knowledge of archival standards, practices, and tools (e.g. Archives New Zealand Records Toolkit and Guidance)
- Proficiency with Microsoft systems and products and ability to maintain a social media presence for the Archives.
- Familiarity with digital preservation tools and metadata standards.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication, and relationship-building abilities.
- Ability to work independently and as part of a team.
- Ability to work closely and collaboratively with diocesan staff and volunteers

Attributes:

- Commitment to the values and mission of the Catholic Church.
- High level of integrity and respect for confidentiality.
- Sensitivity to the cultural and spiritual significance of archival materials.
- Positive, outgoing personality

Desired:

- Experience with archival collection management system PastPerfect
- Basic knowledge of Canon Law

Working Conditions:

- Physical handling of archival materials may be required, including lifting and moving heavy boxes.