Archives Intern X 5

(12 Months Contract)

The above-mentioned positions are available in the Heritage and Research Department at Robben- Island Museum. The purpose of the job is to ensure that Heritage Assets are properly cared for in accordance with Collections Management Policy, and accounted for in accordance with the Standards of Generally Recognized Accounting Practice on Heritage Assets (GRAP103).

Duties and Responsibilities:

- ensuring GRAP 103 compliance;
- conducting verification process of Heritage Assets;
- assisting in monitoring movement of collections;
- assisting with accessioning and processing of new collections;
- monitoring of the conditions of collections – report any deterioration to coordinators;
- assisting with preservation tasks under supervision of Archivists;
- assisting with the development of metadata and entering the data onto the Atom Database.

Qualification, Experience and Technical Skills:

- Degree or Diploma in Heritage Studies, Library Science, History, Art History, Anthropology, Finance or other relevant studies or equivalent;
- Ability to work under pressure;
- Knowledge or experience in database work would be an advantage;
- Attention to detail and accuracy very important;
- Team worker;
- Good Communication skills.

RIM is an EE, AA, employer and reserves the right not to make an appointment if suitable candidate(s) are not found. Forward a detailed CV, accompanied by Certified Copies your ID and Qualification Certificates as well as Contactable Referees, to recruitment@robben-island.org.za or by no later than 30 January 2020. Note: If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB: