

PHOTOGRAPHIC ARCHIVIST

2015-08-02

Reporting to the Unit Manager Collections Mayibuye, the Incumbent will be responsible to organize, preserve and facilitate access to the Mayibuye Robben-Island photographic Collections

Duties and Responsibilities:

- Acquisition, custody, conservation and description of the Photographic collections of the Archive;
- Sorting, accessioning, cataloguing and classification of collections;
- Ensuring that collections are properly identified, labelled and shelved;
- Keep abreast with new developments in archiving photographs;
- Follow preservation guidelines to store photographs under appropriate archival conditions;
- Digitise photographs;
- Conduct both general and in-depth research relating to the collections;
- Capture data in photographic collections databases;
- Compile inventories and printed catalogues of the collections;
- Facilitate access to the collections;
- Respond to requests from researchers;
- Assist and guide the researchers in the use of collection;
- Monitor and control the movement of collections, both internally and externally;
- Keep records of both internal and external movement of collections;
- Assist preparation of licensing agreements for materials used;
- Write reports relating to the use of the collection and on the physical condition of the collections;
- Assist in training assistants in the preservation and description of photographs;
- Produce administrative and project reports relating to the collections.

Requirements:

- Diploma or degree in photography / archival studies, information science or heritage studies;
- 2 years experience working with photographs;
- Computer literacy and the ability to use word processing and database packages;
- knowledge of South African History and keen interest in current affairs;
- Fluency in two or more of South Africa's official languages.

RIM is an EE, AA, employer and reserves the right 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 fax 021 425 2131 by no later than 02 August 2015. Note: If you do not hear from us within 30 days, please consider your application unsuccessful.