

Role Description

Position Title: Archivist, Labour 100 Project

Hours: 20 hours per week (0.5 FTE)

Term: One year

Labour 100 – discovering, recording and preserving the past

Labour 100 is a collaboration between the New Zealand Labour Party (NZLP) and the Labour History Project (LHP) to mark the centenary of the NZLP by embarking on a project to collect, preserve and record vulnerable local and community archives such as photographs, documents and memorabilia about the history of the NZLP since, focussing on records at the grass-roots and branch level.

Since its foundation in 1916, the NZLP has been one of the major forces in the social and economic development of New Zealand and has depended on the voluntary work of many ordinary New Zealanders. This contribution is rarely recorded in the history books and the centenary presents an ideal opportunity to raise awareness of this work and collect the documents, photographs and other memorabilia which people have tucked away. Material from the early days of the NZLP will be in a fragile and vulnerable state and needs to be transferred to repositories to ensure its ongoing preservation.

Scope of the Project

The project is expected to run for a year and aims to build up a body of local volunteers with the capacity to locate, collect and record papers and personal memorabilia of local Labour Party activity and activists across New Zealand. It is expected that the majority of the work at local level will be undertaken by these volunteers, once trained, and the material will be housed in local memory institutions such as libraries, archives and/or museum collections. The archivist will be responsible for training, coordinating the work of the volunteers, and compiling beginning inventory lists.

Alongside this, the NZLP will develop a website to showcase the material digitally within the context of the Party's broader history.

Role purpose and scope

The purpose of the role is to

- establish policy settings for the archives project, in consultation with the LHP
- liaise with local branches, including Māori branches, to encourage them to publicise the project among their members
- liaise with local volunteers
- provide training and support for local volunteers in archival processes, including appraisal, arrangement and description and preservation strategies.
- build relationships with local repositories with archival expertise and liaise between them and volunteers with regard to appraisal and storage of the material.
- Begin work on a listing of the accessioned records, and post an umbrella record on the Community Archive to provide access to knowledge of these collections and their locations for future researchers.
- liaise with NZLP workers who are managing the website.

Key expectations

The expected results are:

- Clearly articulated policy guidelines for the archives
- A good level of awareness of the project at branch level
- A body of volunteers who are trained and confident in dealing with donors, preservation strategies for archival material, and detailed archival listing.
- A network of local repositories who are engaged with the project and will assist with appraisal and housing of the material.
- An umbrella record listed on the Community Archive indicating how the collections are distributed.
- Relationships established between volunteer network and web team.

Key Relationships

The position reports to the LHP subcommittee and will addition be working with the following key groups:

- Local NZLP branch officers
- Volunteers
- Managers of local repositories
- NZLP Web team

Challenges

The key challenges are likely to be:

- Distance – the project is attempting to cover the whole country and the pool of volunteers will be widely distributed.
- Continuity – some volunteers may not be able to commit to the whole time period

Education, Experience and Knowledge required

Essential

A passion for archives

Knowledge and experience of archival practices

Good communication and relationship-building skills

Current New Zealand driver's licence.

Ideal

A tertiary qualification including archives papers

Experience in designing and delivering training sessions

An understanding of Labour Party history

Special role requirements

The role will require some travelling as it is expected that the training sessions in particular will be conducted face-to-face at local hubs.

Conditions of employment

Salary is in the range \$26,000 – 30,000 (i.e. \$52,000 – 60,000 FTE).

Hours are set at 20 per week, but subject to the applicant's availability and the demands of the project, there is room for flexibility. For example, there may be times when it is more practical to work a fuller week, followed by a lighter week.