POSITION DESCRIPTION

ARCHIVING MANAGER
DIGITISATION FACILITY MANAGEMENT, TRAINING AND SUPPORT

Reporting to: FNMA CEO

Location: Alice Springs NT

JOB SUMMARY

The Archiving Manager will work within the First Nations Media Australia team to manage the First Nations Media Digitisation facility in Alice Springs and other projects aimed at building archiving capacity, tools and skills within First Nations media and community organisations.

ABOUT FIRST NATIONS MEDIA AUSTRALIA

First Nations Media Australia is the peak body for First Nations media and communications. Founded in 2001 as the peak body for remote Indigenous media and communications, it transitioned in late 2016 to become the national peak body for First Nations not-for-profit broadcasting, media and communications.

Its members are media organisations, individual producers, freelance filmmakers, journalists and allies. We support the First Nations media sector through advocacy, industry promotion, collaborative projects and capacity building through providing forums, networks and resources for our members and the broader industry. This also extends to digital inclusion and support for telecommunications access.

PROJECT OVERVIEW

FNMA has provided leadership and support in archiving of community-managed First Nations media and cultural collections since 2013. This includes developing the First Nations Media Archiving Strategy with key stakeholders, delivering training workshops and webinars, developing training resources and an online Toolkit, development of a Vocational Training Package for community archive workers, undertaking a review of online platforms and trial of the Mukurtu platform, with the establishment of the First Nations Media Archiving hub in 2020.

Building on this work, FNMA has a number of exciting archiving projects to help build archiving capacity, skills and jobs within First Nations media and community organisations and ensure significant analogue media collections are digitised and, where appropriate, available for community access.

These projects include:

1. Operation of the First Nations Media Digitisation Facility in Alice Springs.
2. The First Nations Media Online Archiving hub.
3. Coordinate a program of accredited training and informal training at the facility and other sites/events;
4. Cataloguing software solution.

JOB DUTIES

Through consultation with the FNMA CEO, FNMA member organisations, key partners (eg. AIATSIS, NFSA) and other sector stakeholders, the Archiving Manager is responsible for:

1. **First Nations Media Digitisation Facility Management:**

    a. Manage the operations of the Digitisation Facility, including media digitisation, training program, bookings, community access, equipment maintenance, data and media storage, and partnerships;

    b. Recruitment and supervision of Digitisation Support Officers, casual staff and volunteers;

    c. Program management - delivery of key performance outcomes, budget management, promotions, evaluation, and progress reporting to CEO, stakeholders and funding agencies;

    d. Oversee development of feasibility study and business plan for sustainability of Facility beyond 2022.

2. **Expansion of the First Nations Media Online Archiving hub:**

    a. Identify, train and support up to 20 First Nations media and community organisations to set up archives on the hub;
    b. Manage development of the hub, including software upgrades and customisation;
    c. Source and add content to the First Nations media history archive;
    d. Program management – budget, outcomes and progress reporting.

3. **Archive Skills Training:**

    a. Work with relevant RTOs to deliver the accredited Vocational Training package in digitisation skills developed with CDU;
    b. Coordinate a program of informal training at the facility and other sites/ events to meet sector needs, in conjunction with training partners;
    c. Develop new training resources as needed;
    d. Update and maintain the First Nations Media Archive Resources Toolkit.

4. **Cataloguing software solution**;

    a. Work with contractor InYerPocket Software on the development of the web and app-based archive inventory and cataloguing tool;
    b. Trial the cataloguing tool with selected organisations, refine as needed;
    c. Promote the cataloguing tool for use within the First Nations media and community cultural sector.

HOURS/ TERM OF CONTRACT

Full-Time (38 Hrs/week) + TOIL arrangements for additional hours
One year contract (reviewed annually)

SALARY & CONDITIONS
$95,000 + superannuation + leave entitlements (5 weeks annual leave) + salary sacrifice options

SKILLS AND EXPERIENCE

1. Demonstrated project management skills;

2. Experience in archive management, digitisation, cataloguing, and community

access platforms, particularly for community managed collections;

3. Good knowledge of cultural protocols and sensitivities relating to community managed archives, and the role of elders in planning and policy development;

4. Good understanding of archiving needs and challenges of First Nations Media sector and community organisations;

5. Good working knowledge of archiving platforms and media production software;

6. Good communication and stakeholder engagement skills, particularly with First Nations people and organisations;

7. Experience in training delivery (accredited and non-accredited) and resource development;

8. Good staff management skills;

9. Experience in report writing, budget management and funding acquittals;

10. Business planning experience.

KPIs/DELIVERABLES:

- Successful delivery of ongoing operations of the First Nations Media Digitisation Facility in Alice Springs, with KPIs for digitisation, Indigenous staffing, training, and community access set out in relevant funding agreements;

- Expansion of the First Nations Media online Archiving hub, with KPIs for number of organisations, number of items contribute to the hub, and number of people learning to use the platform set out in relevant funding agreements;

- Coordinate a program of accredited training workshops, plus informal training sessions face to face and via webinars;

- Completion of the Cataloguing software solution by May 2022.