



PROJECT ARCHIVIST (4 MONTH CONTRACT)

The Association of Leaders of Missionaries and Religious of Ireland (AMRI) represents and promotes active collaboration between Catholic Religious Institutes, Societies of Apostolic Life and Lay Missionary organisations. It has over 140 members, many of whom are interested in establishing a shared archives repository.

Applications are invited for a temporary post of Project Archivist with AMRI to carry out an audit of the archival holdings of its members. The contract will be for a four-month period.

Key Duties and Responsibilities:

The primary purpose of the role is to assist the AMRI in establishing the extent and holdings of the archival collections of its members who wish to be part of the shared archives. A short pilot project of a sample group will be audited initially.

The audit questionnaire will be devised with the help of the AMRI Archives Working Group. When the audit is finished, the Project Archivist will submit a report on their findings to the AMRI Archives Working Group. The audit report must include information on the extent of the collections that wish to be part of the shared archives, their level of organisation, any future potential deposits, any other artefacts/paintings/items of historical interest. Information on electronic records should also be noted. It is not expected that all 140 members will be audited at this time.

Qualifications, Skills and Abilities:

- Recognised postgraduate qualification in archival studies
- Post qualification experience in a professional role is desirable
- Previous experience working in a religious archive is desirable
- IT skills
- Able to work autonomously and as part of a team
- Forward-thinking, with an ability to anticipate and prepare for changing demands for and uses of archived information
- Access to own transport
- Full, clean driver's licence.

Informal Enquiries – Gerard Gallagher, Secretary General AMRI sec.gen@amri.ie and office phone 01 5310055.

Please apply by email with C.V along with a letter of application to secretariat@amri.ie on or before Monday 18th November 2024