All Hallows College, Dublin

The All Hallows College, Dublin archive has been transferred to St Patrick's College, Maynooth, and are now looking for an experienced **ARCHIVIST** to process, preserve and promote the collection. This position is for 2 years and is full-time.

The Role

The successful candidate will be based in St Patrick's College, Maynooth and will focus on the All Hallows College Archive collection.

Principal Duties

The Archivist will report to the Trustees of All Hallows College and the President of St Patrick's College, Maynooth or his nominee. The principal duties will include:

- Preserving, arranging and cataloguing the All Hallows College archive.
- Dealing with researcher queries (phone, email, face-to-face etc.) regarding the AHC archive.
- Digitising and storing key pieces of the AHC archive.
- Producing progress reports.
- Promoting the AHC archive collection and other outreach activities.
- Administrative duties.
- Any other duties as assigned by the Trustees, President or his nominee.

Mandatory Requirements

- Applicants must have a recognised postgraduate qualification in archival studies;
- Relevant work experience at a professional level, involving the preservation and listing of archival collections, is essential;
- Excellent computer, organisational and communication skills (written and verbal);
- Attention to detail and ability to meet targets is also essential;
- The ability to work effectively both on your own initiative and as part of a team.

Desirable Requirements

- Experience of working with a diversity of collection types
- Experience of working within a religious organisation
- Experience with CALM
- Exhibitions experience
- Experience of participation in small digitisation projects.

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Appointments will be approved by the Trustees and the President based on the report of the selection board;
- It is anticipated that interviews will be held in late March 2017.
- The appointment is expected to be effective from April 2017

Application Procedure

Applications should be made by sending the following information **as attachments** to president@spcm.ie

- A Curriculum Vitae, including all qualifications and experience, and a covering letter addressing your interest and suitability for the role;
- The names, email addresses, correspondence addresses and telephone numbers of three referees whom the College may contact.

The completed application documents should be forwarded by email to arrive no later than **5pm** on the **15th March 2017**. Late applications will not be accepted.

St Patrick's College, Maynooth is an equal opportunities employer