

Project title: To organise, conserve and digitise an archival collection

Location: Melbourne (Southbank)

Availability: Available now until August 2016 (possible extension available)

Schedule: To be negotiated [according to availability](#)



The archive tracks a group of singers called [Pot-Pourri](#) from student status at the Victorian College of the Arts to performances and recordings around the world. It commences in the mid-1980s and continues through to the present day.

[Pot-Pourri](#) is the longest running group of its kind in Australia if not globally.

The intention is to preserve this material as a resource for future generations as a resource and as an inspiration for start-up creative projects.

The archive consists of:

Programs, brochures, reviews, news articles, important working notes etc. These are currently housed as hard copies in plastic loose leaf A4 folders year by year.

Aim of project:

- To organise and conserve hard copy in approved archival housing
- To documented all material digitally for preservation and future accessibility.

Primary Responsibilities:

- Archival organisation and recording
- Conservation and preservation of paper, photographs, audio and video recordings, and electronic records
- Digital preservation and curation

Skills & qualifications required:

- Students pursuing a degree within the museum studies or related faculties
- An interest in media and journalism is beneficial
- Experience in website management
- Experience in marketing and social media is an asset
- Good organizational skills
- Have excellent written, technology and verbal communication skills
- Able to work independently and also effectively within a team

This role will offer the right student or a couple of students valuable experience and a rare opportunity. **A small stipend will be allocated to the successful candidate upon completion of this project.**

To apply: Please send your resume, a one page cover letter explaining the 5 things that make you the ideal candidate for this position alongside your availability to Alrick Pagnon: Alrick@creativeuniverse.com.au Role available now!

These are our channels for change:



You can find us at
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Ring us 03 8679 6000 or drop us an email...
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