



## City of Parramatta Archives

### Position Description

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#### Position Title: Archives Digivol Volunteer

The City of Parramatta Archives is undertaking a project to have our historic Council minutes dating from 1862-1945 transcribed. We are looking for volunteers who are passionate about local history and research to help us format our transcriptions so that we can make them available and accessible in an online setting for the first time.

#### About the role

This position is responsible for formatting transcriptions in keeping with the City of Parramatta Archives descriptive protocols, and carrying out research to activate our historic Council minutes. A typical day volunteering as part of this project will include:

- Following an archival description guide, and formatting text accordingly
- Highlighting any key social and historical events referenced in our Council minutes to produce an accompanying fact sheet
- Conducting research on our City of Parramatta Collections public facing database and through external sources to compile information about key social and historical events

#### About the person

The successful candidate should have an interest in archives and/or collections, history and research. You should have:

- A willingness to understand and learn new systems
- The ability to work consistently within prescribed guidelines
- Strong attention to detail
- Experience undertaking computer and internet-based research activities
- Internet access and a computer that has both Microsoft Excel & Word installed

#### What you'll learn

As a City of Parramatta Archives Digivol volunteer, you will be introduced to archival description processes and provided the opportunity to develop your research skills.

## **Location and hours**

We ask that any interested volunteers be prepared to contribute approximately 6 hours per fortnight to this project for a three month period. The position will be a volunteer-from-home role, with all documents sent via email and meetings hosted online.

## **Remuneration**

This role is an unpaid, voluntary position.

## **How to apply**

Candidates MUST apply online via our History and Heritage Website, by following the instructions set out [here](#).

## **Want to know more?**

For further information regarding the requirements of this role, please contact the Heritage Archivist, Paige Davis, at: [pdavis@cityofparramatta.nsw.gov.au](mailto:pdavis@cityofparramatta.nsw.gov.au).

*City of Parramatta Council embraces diversity, and we encourage all applicants; including Aboriginal and Torres Strait Islander people, people with disability, gender diverse, LGBTIQ and culturally diverse communities. Please note you must be an Australian or New Zealand citizen or permanent resident or have unlimited working rights in Australia to apply for this position.*