



# AIATSIS

Join Australia's leading collecting, research and publishing institution on the cultures and histories of Indigenous Australians.

Over its 50-year history, AIATSIS has evolved into a national authority on Indigenous studies. It is a hub for collaborative, ethical collecting and research and develops Indigenous staff and researchers. AIATSIS Collections are one of the world's leading collections of printed, audio and visual materials on Aboriginal and Torres Strait Islander culture, history and societies.

## Assistant Collections Officer (Identified)

**APS Level 3**

**Ongoing, full time**

**\$56,048 - \$60,860**

### Duties

The Descriptive Metadata and Cataloguing team is part of the AIATSIS Collections Development and Management Program.

The Descriptive Metadata and Cataloguing team is responsible for the management of the printed and published collections, such as books, serials, maps, posters, video, grey literature and sound recordings under the care of AIATSIS.

As part of the Descriptive Metadata and Cataloguing team the Assistant Collections Officer will participate in projects which would require knowledge of original materials handling, collection housing, appropriate collection storage and an ability to assess material for its relevance to the collection. The Assistant Collections Officer also assists with retrieval of collection materials for library clients on a rostered basis. The Assistant Collections Officer may also undertake copy cataloguing of materials, following established cataloguing standards, and can expect to work on a broad range on material formats.

This position reports to the Senior Collections Officer.

**Closing Date: Monday 8 March 2021**

### How to apply:

Please consult the AIATSIS website [www.aiatsis.gov.au](http://www.aiatsis.gov.au) for more information and download the Application Pack. Follow the instructions on the Application Pack and submit your application to [recruitment@aiatsis.gov.au](mailto:recruitment@aiatsis.gov.au) by the closing date.

Applicants will be required to demonstrate a high level of cultural proficiency in relation to Aboriginal and Torres Strait Islander cultures and the capacity to work with Aboriginal and Torres Strait Islander people as stakeholders, colleagues and peers.

### This is an identified position

*The Institute values a skilled and diverse workforce to meet the needs of the organisation in the promotion of knowledge and understanding of Australian Indigenous cultures, past and present. Aboriginal and Torres Strait Islander people are encouraged to apply.*

[CLICK FOR FURTHER INFORMATION  
AND TO VIEW THE APPLICATION PACK](#)