



Volunteer Role: Society archivist

Overview

This temporary role is to gather essential records of the Society, to preserve them and to organise and make them accessible. It is anticipated a volunteer could complete the identified tasks within 12 months.

Tasks include:

- gather and organise the Society's records
- collate and bind Society's journal
- digitise Management Committee minutes
- produce small articles for Queensland Family Historian and Snippets from time to time

Qualities:

- well-organised and methodical
- attentive to detail
- good written communication skills

Skills:

- technical competence and confidence
- familiarity with Excel and Dropbox

Desirable:

- experience in record keeping/archiving would be helpful.
- familiarity with QFHS structure and organisation.

Time Commitment: 4 hours per month

Reports to/ first contact: President/Vice-president

Location: 46 Delaware Street and online.

Benefits:

You will be contributing to the Society by preserving the Society's records for posterity. You will form part of a team of dedicated and enthusiastic society members.

How to apply:

Express your interest in this position by emailing: volunteering@qfhs.org.au. Please include **'Society archivist'** in the subject line.