

# Job Opportunity

## Contract Archivist with Sisters of Our Lady of Apostles (OLA), Ireland

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Applications are invited from professionally qualified graduates in Archives and Records Management for the post of archivist to begin work in May 2016 with the Sisters of Our Lady of Apostles (OLA), a Catholic congregation of women religious.

The post is full-time with an initial contract of six months.

The OLA Archive is located in Cork, Ireland.

**Principal duties** will be to assist the Regional Archivist to:

- Process collections to ISAD(G) Standard
- Evaluate potential collection management software
- Develop written policies for the archive in relation to appraisal, user services etc.
- Manage a reading room and inquiry service.
- Formulate an approach to the management of current and future records.
- Create an inventory of the congregation's artwork and artefacts

**Minimum Qualifications required:**

MA Archives and Records Management

Membership of the Archives and Records Association

Proficiency in English language is essential.

Facility with French language is desirable.

**Salary** compliant with experience and ARA recommendations

Applications should be sent by email **before 20<sup>th</sup> February 2016** to Sr Mary Barron: **prov@eircom.net**

Interviews will take place in mid-March.