



## PRESENTATION BROTHERS

*(founded in 1802 by Blessed Edmund Rice) is an international congregation based in Ireland, England, North America, West Indies, Ghana and Nigeria. Its main Ministry is Christian Formation through the medium of Education.*

*The Headquarters of the congregation is in Mount St. Joseph, Cork.*

**Applications are now invited for the permanent full time position:**

# ARCHIVIST

### THE ROLE:

The ideal candidate for this position will be passionate about preserving history for future generations and have the ability and experience to catalogue and assemble thousands of documents, and maintain control of the preservation and digitisation of these records, determined to have long-term value.

They will acquire and manage collections of documents, and other materials existing in-house and also from Presentation Brothers overseas, that have historical and cultural importance for individuals and the organisation. These include letters/documents manuscripts/records of schools/photographs/records of previous Brothers which may exist in a wide variety of formats.

### KEY COMPETENCIES AND SKILLS REQUIRED:

- A key responsibility is preparing information and making it accessible to users, increasingly in digital format
- Ideal candidate will be a Post Graduate with relevant qualification and experience
- Good communication skills and attention to detail and a high level of accuracy
- A logical approach to the work of identification and classification
- The ability to anticipate and respond to the changing needs of digital media
- The ability to work independently
- Strong IT Skills and an interest in applying digital technology to archiving – and to keep abreast of developing technology to future proof where possible
- Competence in administrative procedures and project management skills
- Knowledge of data protection and freedom of information legislation is desirable (GDPR)
- The role is full time (initially a 2 year contract - to be reviewed) and a competitive salary will be offered, in line with the successful candidate's experience
- The role is based in Cork city and will also involve overseas travel to England, America and Africa.

*Applications should be submitted by sending a CV and cover letter to:*

**Br. Patrick Fitzgibbon, Mount St. Joseph,  
Blarney Street, Cork, Ireland, T23NX45**

t. +353 (0)21 4392160

e. [generlate@Presentationbrothers.org](mailto:generlate@Presentationbrothers.org)

w. [PresentationBrothers.org](http://PresentationBrothers.org)

**Applications before  
Friday 14th June, 2019**

