

Archivist Job description

This is a voluntary position with Alcoholics Anonymous.

A minimum of 3 years continuous sobriety is required.

The term is for 3 years+2 years.

The archivist is responsible to the New Zealand General Service Board.

The role would suit someone in the Auckland area as the archivist's office is adjacent to the Auckland Service Centre.

Someone with an interest in the history of A.A New Zealand, who is self-motivated and doesn't mind working alone is best suited to this role.

The archivist's role includes:

Supplying material of interest to the Mainstay Editor for inclusion in each publication.

Providing relevant chronological material for the Archives section of the member's website as it becomes available.

Provide half yearly reports to the Board Chair boardchair@aa.org.nz for dispersal to conference. These reports need to arrive in early March and early September.

Skills required:

Be able to follow basic archiving & conservation practises. This includes, not doing anything that is irreversible to the material (no punching holes or ink marks on originals). Using conservation page protectors, no rubber bands or metal fasteners...etc. *There are a couple of books in the archives that provide the guidelines.*

Have organisational skills and have the ability to throw things out and discern what's relevant.

Filing and basic computer skills.

Please apply to boardchair@aa.org.nz including your A.A service CV and any other supporting information

Please put Archivists position in the subject line.