



RISING 20 TO OUR 23 CHALLENGES

ARCHIVES AT THE 'G



Australian
Society of
Archivists

NATIONAL CONFERENCE
4 - 7 SEPTEMBER 2023
NAARM/MELBOURNE

POSITION DESCRIPTION Student Volunteers

There is a special kind of excitement around Naarm/Melbourne in September. We invite you to join us as a Volunteer for our hybrid conference, to be held at the MCG from 4 to 6 September 2023. *Rising to our challenges: archives at the 'G* is our theme, drawing inspiration from the 'G as an iconic Melbourne sporting venue and landmark on unceded Wurundjeri Country. Archives, like the 'G, can also reach across the community and evoke passion, emotion and devotion. Let's come together, raise our voices, cheer each other on, and find inspiration to overcome our challenges.

We are looking for six full time students in the field of Archives and Records Management to assist us in making this a successful conference.

Student Volunteers will need to attend in person and be present at the Information Desk on Monday 4 September from 2pm to 6.00pm and on one other day, either Tuesday 5 or Wednesday 6 September from 8am until 5pm.

Student Volunteers will be able to attend sessions on the day they are not required for work and will be able to access all sessions virtually after the conference, via the EventsAir platform.

Student Volunteers will be required to undertake a training session for volunteers as well as the training session for EventsAir users.

In the tradition of the ASA assisting full time archival students, these six Student Volunteers will be able to attend the conference for free.

You will be required to undertake the following tasks in a polite and respectful manner.

- Attend the Information Desk during your rostered times.
- Answer queries from in-person attendees.
- Assist with the use of EventsAir (the Conference App) for in-person attendees.
- Assist with registrations for the ASA's AGM.
- Direct attendees from the Mander Jones Awards to the Welcome Drinks.
- Direct attendees to the correct session room/bathroom/lunch areas.
- Direct attendees to trade displays and/or the Quiet Area.
- Liaise with the In-Room Volunteers.
- Assist with providing tourist information and guidance, if required.
- Follow MCG First Aid/OHS requirements at all times.

www.archivists.org.au

PO BOX 576, CROWS NEST NSW 1585 | +61 2 6190 7983

ABN: 36 102 573 974 | ARBN: 159 638 696 | Liability of members is limited | Origin: Australian Capital Territory

If this sounds like you, please send through an EOI of no more than 300 words, with your contact details, to our Convenor, Marian Jenkinson at conference@archivists.org.au before July 30.



www.archivists.org.au



PO BOX 576, CROWS NEST NSW 1585 | +61 2 6190 7983

ABN: 36 102 573 974 | ARBN: 159 638 696 | Liability of members is limited | Origin: Australian Capital Territory