



## POSITION DESCRIPTION

<b>POSITION:</b>	Collections Officer
<b>DEPARTMENT:</b>	Community Engagement
<b>CAMPUS:</b>	Corio
<b>REPORTS TO:</b>	Archivist
<b>DIRECT REPORTS:</b>	Not Applicable
<b>EMPLOYMENT STATUS:</b>	Part-time (0.6FTE)
<b>CLASSIFICATION:</b>	School Administrative Services GA4
<b>APPROVAL:</b>	Director of Community Engagement April 2026

### WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

**Corio** (approximately 1,000 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School), and day and full boarding in Years 10 to 12 (Senior School), with around 70% of students being full boarders. The campus also incorporates the Bostock Centre (Junior School), catering for approximately 100 day students from Early Learning to Year 4, who transition into Middle School at Corio.

The Corio campus operates as a self-contained community, with on-site staff accommodation, a large kitchen and dining facility, medical centre, chapel and comprehensive educational infrastructure. It offers extensive sporting, recreational, training and performance facilities, including the Handbury Centre for Wellbeing and the SPACE precinct, which together provide state-of-the-art wellbeing, creative and performance spaces.

**Toorak** (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

**Timbertop** (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

**Community Engagement** – The Collections Officer is a key role within the School's Community Engagement team and reports to the School's Archivist. The Community Engagement team is a multi-disciplinary team responsible for ensuring the School community is well connected through communications, events and relationship-building initiatives that support the School's enrolment and fundraising goals. It co-ordinates the School's major events, is responsible for the School's archives and community database, and coordinates the

School's marketing and communications, including printed publications such as campus handbooks, *Light Blue* magazine, *The Corian* yearbook. There are three distinct portfolios within the broader Community Engagement team – Advancement (partnerships and philanthropy), Marketing & Admissions, and Alumni & Community Relations. The Collections Officer is a member of the Alumni & Community Relations team, which includes event, alumni and relationship management specialists, whilst supporting the functions of the broader Community Engagement portfolios. This role interacts with a range of departments and functions across the School and will liaise with multiple stakeholders, as well as external suppliers (e.g. photographers, alumni, donors, art and object conservators, etc).

### **POSITION OBJECTIVE**

The Collections Officer plays a key role in the management and conservation of the School's archives and heritage collections. Working closely with the School's Archivist, the Collections Officer supports collection care and access by assisting with accessioning, description, digitisation, and reference services. The Collections Officer is responsible for the efficient management and cataloguing of the School's digital image assets within the Pixevety image library. This role ensures images are accurately described, securely stored, searchable, and compliant with School policy.

### **KEY RESPONSIBILITIES**

The Collections Officer is responsible for the following tasks:

- 1) Accessioning & Description – Assist with the intake and documentation of new collection material (digital and physical).
- 2) Digitisation & Preservation – Support digitisation projects (scanning, file naming, backup routines) and contribute to digital preservation tasks (file format management).
- 3) Digital Image Library (Pixevety) Management – Intake, organise, and structure images in Pixevety, applying consistent metadata (e.g. titles, dates, creators, subjects, location, event, etc.) and keywords/naming conventions to optimise search and retrieval.
- 4) Digital Image Library (Pixevety) Workflow – Establish and maintain image submission/approval workflows, including responding to access requests and completing album audits.
- 5) Reference Services – Help respond to internal and external research requests; retrieve, prepare, and supply images or records for publications, events, and communications.
- 6) Exhibitions & Displays – Assist with displays, exhibitions, online galleries, and heritage storytelling initiatives.
- 7) Organisation – Perform collection housekeeping tasks, as directed
- 8) Compliance & Risk – Uphold child safety, privacy, and copyright requirements as outlined in School policy.
- 9) Relationship Management – nurture and maintain positive relationships with internal and external stakeholders and suppliers.

### **ORGANISATIONAL RELATIONSHIPS:**

#### **Internal Liaisons**

- Community Engagement
- Teaching staff
- Operational staff
- Students

#### **External liaisons**

- Suppliers and Contractors (including photographers)
- Alumni
- Donors
- Parents and Guardians
- General Public

### **KEY SELECTION CRITERIA:**

- Demonstrated experience (or strong capability) in accessioning collection material, including ability to accurately catalogue both physical and digital items using professional archival standards and/or consistent metadata.

- High level of attention to detail and commitment to data integrity.
- Ability to organise and maintain large image collections within an image management system, including experience applying consistent, standards-based metadata (titles, dates, creators, subjects, locations, events).
- Demonstrated ability to establish and maintain streamlined workflows for image intake, approval, tagging, and publishing.
- Experience providing reference and research support, including retrieving archival records, images, and historical information.
- Strong interpersonal skills with the ability to build and maintain positive relationships with staff, students, alumni, contractors, and community members.
- Good time management, including the ability to prioritise and meet deadlines.
- Ability to take direction and work independently.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Experience working in a collection, archive, records, or digital asset management context (e.g. Pixevety, DAMs, CMS, library/archives catalogues).
- Ability to handle and organise large quantities of digital files, including images and documents.
- Strong written and verbal communication skills.

#### **Desirable**

- Tertiary qualification in Information Management, Archives, Library Studies, Museum Studies, Cultural Heritage, or a related discipline.
- Experience in a school, university, museum, gallery, or library setting.
- Experience conducting research for heritage storytelling, school histories, alumni anniversaries, or historical publications.
- Experience assisting with physical or digital exhibitions, displays, and heritage storytelling projects.

#### **COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:**

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

#### **OUR COMMITMENT TO STUDENT SAFEGUARDING**

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the [GGG website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to [safeguarding@ggs.vic.edu.au](mailto:safeguarding@ggs.vic.edu.au).

#### **WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK**

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

#### **OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS**

- Occasional attendance at School events and activities outside of normal working hours may be required.
- Current drivers licence [desirable].
- Travel to all campuses may be required.