

Position Description: Historian & Archive Lead	
Position Type:	Voluntary
Hours:	Approximately 15 - 20 hours per month
Reports to:	AMMNA Executive
TERM: The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election
Time Frame:	With a one term year
Resources:	Reasonable out-of-pocket expenses may be reimbursed where pre-approved by the Management Committee and in accordance with AMMNA policy.
KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES	
<p>About the role</p> <p>The Historian & Archives Lead is responsible for helping preserve, organise, and share the history of men's and mixed netball in Australia. This role combines historical research, archive development, oral history collection, and storytelling to ensure the association's heritage is documented, protected, and presented in ways that are accessible, accurate, and meaningful.</p> <p>Key objective</p> <p>To research, collect, organise, interpret, and present the history of men's and mixed netball in Australia in line with the objects of AMMNA, while supporting the ethical and professional collection, preservation, and sharing of historical materials.</p> <p>KEY ROLES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Develop and implement a framework for how AMMNA collects, records, stores, manages, and shares its historical information and archival materials. • Work closely with the AMMNA Executive and relevant stakeholders to support the historical and heritage priorities of the association. • Research the history of men's and mixed netball in Australia using publicly available and community-based sources, including Trove, newspapers, association records, photographs, publications, and other archival material. • Build and maintain a well-organised digital archive or database of historical resources, records, images, documents, and reference materials, using consistent naming, metadata, and version control practices. • Identify, collect, and document non-public historical information from past members, officials, players, coaches, and contributors, including stories, images, memorabilia, and oral histories. • Ensure oral history interviews and donated materials are managed with appropriate consent, privacy, copyright, access, and usage permissions. • Support states and stakeholders with practical advice on archiving, preservation, digitisation, and safe storage of historically significant materials. • Prepare and present historical content in formats suitable for publications, websites, exhibitions, social media, commemorative events, and milestone projects, in line with AMMNA guidelines. • Assist in identifying important dates, milestones, achievements, and people that should be documented and recognised as part of the association's historical record. • Ensure culturally respectful and ethically appropriate approaches are used when presenting the past, particularly in relation to Indigenous histories, underrepresented voices, and sensitive material. • Attend meetings and events where relevant to the responsibilities of the role. • Prepare and submit updates or reports to the Management Committee as required. • Prepare content or a report for inclusion in the annual report where requested. • Declare and appropriately manage any actual, potential, or perceived conflicts of interest and act at all times in the best interests of AMMNA. 	

<ul style="list-style-type: none"> • Support effective handover, continuity, and transition of archive knowledge, records, and systems at the conclusion of the term. • Perform other related duties as determined in consultation with the Management Committee. 	
QUALIFICATION REQUIREMENTS	
<ul style="list-style-type: none"> • Tertiary qualifications in history, heritage, archives, library and information studies, museum studies, communications, or a related field are desirable but not essential where supported by relevant experience. • Demonstrated experience in historical research, archiving, cataloguing, heritage projects, oral history, records management, or related work is desirable. • Working knowledge of research platforms such as Trove and other digital archive or library tools. • Proficiency in Microsoft Office and confidence using spreadsheets, shared digital folders, databases, or content management systems. • Agree to undergo a National Police Check. • Hold any child safety screening or compliance checks required by the association's activities or relevant legislation. • Current driver licence desirable where relevant to role activities. 	
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
<ol style="list-style-type: none"> 1. Strong research, analytical, and information management skills. 2. Ability to organise and catalogue materials accurately and consistently using clear systems and documentation practices. 3. High standard of written and verbal communication, including the ability to turn historical material into clear, engaging content for a range of audiences. 4. Strong planning and project management skills. 5. Understanding of privacy, copyright, permissions, and consent considerations relevant to oral history, photographs, unpublished materials, and archival collections. 6. Understanding of the ethical responsibilities involved in representing the past, including culturally respectful presentation and engagement with Indigenous histories and community knowledge. 7. Ability to liaise effectively with the AMMNA Executive, state members, and community contributors. 8. Strong understanding of the needs and objectives of AMMNA. 9. Ability to separate personal and association interests and act in the best interests of AMMNA at all times while in the role. 	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
AMMNA Management Committee AMMNA Operational Sub Committee's AMMNA State members & delegates	Netball Australia General public