



ARCHIVE MANAGER

DUTY STATEMENT

Purpose

Preserve, document and promote the history and heritage of Port Stephens Yacht Club while ensuring important records, photographs, trophies and memorabilia are appropriately maintained for future generations.

Primary Responsibilities

- Maintain and preserve the historical archives of the Club.
- Catalogue photographs, documents, trophies, honour boards, race records and memorabilia.
- Develop an organised archive system that allows historical material to be accessed when required.
- Assist with historical displays within the Club House.
- Support anniversary celebrations, historical publications and commemorative projects.
- Work with the Director Marketing & Sponsorship to share significant historical stories that strengthen the Club's identity.
- Assist with preserving digital records and important governance documents where appropriate.
- Encourage members to contribute photographs, stories and historical material that enrich the Club's archive.
- Maintain appropriate storage and preservation standards for historical items.
- Provide historical information to the Board and members when requested.

Key Relationships

Works closely with the Commodore, Secretary, Director Marketing & Sponsorship and long-term Club members.