



MICHAELHOUSE

PART-TIME VACANCY ~ HERITAGE ADMINISTRATOR

Founded in 1896 and set in the KwaZulu-Natal Midlands, Michaelhouse is a leading Anglican Independent senior Boarding School for boys from Grade 8 to Grade 12.

Michaelhouse invites applications from individuals for the part-time role of Heritage Administrator. This unique position involves the curation, preservation, and promotion of the school's rich historical collections – including archives, museum exhibits, and heritage sites – while also providing support within the school library. This hybrid role blends traditional library services with the stewardship of Michaelhouse's cultural legacy, creating opportunities for students, staff and Old Boys' to engage meaningfully with both contemporary and historical resources.

RESPONSIBILITIES (DUTIES INCLUDE, BUT ARE NOT LIMITED TO):

- Library and Heritage Centre Support: Assist with daily operations of the library and Heritage Centre ensuring both spaces are welcoming, organised, and efficiently run.
- Heritage Promotion: Contribute to the development and curation of exhibits and displays showcasing the school's history. Provide historical context and information to visitors.
- Collection and Catalogue Management: Organise, catalogue, and maintain books, journals, documents, and historical records, ensuring accessibility and preservation.
- Research Support: Assist students, staff, Old Boys, and community members in accessing resources and conducting research using archival materials.
- Archives and Artifact Stewardship: Preserve and manage the school's archives, records, and artifacts, ensuring accurate cataloguing and accessibility for educational use.
- Museum and Heritage Site Oversight: Curate museum content and exhibits; promote and maintain school heritage sites to foster historical engagement
- Policy Implementation: Support the development and adherence to policies governing the management and care of both library and archival materials.

QUALIFICATIONS & EXPERIENCE:

- Matric certificate with additional relevant qualifications or certifications; current study toward a Library, Information, or Archival Studies qualification would be advantageous.
- Demonstrated administrative experience is essential.
- Prior experience in a library, museum, or archival environment will be an advantage.
- A recent police clearance certificate is mandatory.

SKILLS & COMPETENCIES:

- Excellent communication and interpersonal skills
- High level of computer literacy, particularly in MS Office Suite (Outlook, Word, Excel, PowerPoint) and OneDrive.
- A passion for history, storytelling, and cultural preservation.
- Confidence in engaging with groups, especially students.
- Ability to manage multiple priorities independently and effectively.
- Working knowledge of archival and library principles and best practices.
- Creativity in developing educational and heritage-focused displays and resources.

IMPORTANT CONDITIONS:

- This is not a residential role. Applicants must reside within reasonable commuting distance of Michaelhouse and have reliable transport.
- Part-time, hours to be negotiated.
- Flexibility, commitment, and a strong sense of responsibility are essential.

To apply: Complete the online application form at: <https://forms.gle/LtX4bxsmZhBTs9JE6>

In addition, email your motivation letter **AND** a detailed CV to careers@michaelhouse.org

Closing date for applications: 14 May 2025

Only shortlisted candidates will be contacted. Submission of an application does not guarantee an interview. Michaelhouse reserves the right not to fill this position.

Michaelhouse is committed to transformation. In line with our Employment Equity Plan, preference may be given to candidates from designated groups.

POPIA Disclaimer: Michaelhouse is committed to protecting the confidentiality of all personal information. By applying for this position, you consent to your personal information being used for recruitment purposes related to this role and any future opportunities, in accordance with the Protection of Personal Information Act.