

Coromandel Heritage Trust Administration Assistant

Do you have the right administration skills and a passion for working in a sustainable heritage and archival repository of national standard?

The Treasury is a family history and research centre in Thames established with the primary objective of collecting, preserving and storing documents, records and historical material from the Thames, Coromandel, Hauraki, Mercury Bay and Ohinemuri areas.

The primary purpose of the Coromandel Heritage Trust Administration Assistant is to provide administration support to the Treasury and Trust as directed by the Coromandel Heritage Trust Manager/Archivist.

About the role

The Treasury itself is a unique venue with a fascinating history as it occupies the refurbished Carnegie Library and adjoining, state of the art, archive which was officially opened in March 2014. The former Carnegie Library is the 'public' face of The Treasury.

Situated close to the centre of Thames CBD it is in a central location in a town known for its gold mining and timber heritage and is popular with tourists.

The Treasury is presently lead by a Trust of skilled trustees and managed by a Manager/Archivist who oversees approximately 45 volunteers. The Treasury is now operating a publishing and trading department and is activity working towards being more self-sustainable with regards to future operational funding.

The Administration Assistant will be responsible for a number of office duties and special projects as assigned.

To succeed in this role you will need to have office administration experience, be focused, creative, comfortable with a variety of tasks, be open-minded and comfortable working within a volunteer environment.

The position is part time, with 12 hours per week. Days and hours will be negotiated with the successful applicant.

Applications close: 7 December 2018

For further information contact The Coromandel Heritage Trust Manager/ Archivist, Rhonda Merrie- manager.thetreasury@gmail.com

Applications to be sent to either,

The Coromandel Heritage Trust Manager/ Archivist, manager.thetreasury@gmail.com or

The Coromandel Heritage Trust Manager/ Archivist

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