



## **TERMS OF REFERENCE – MUSEUM ARCHIVIST**

References: Nil

### **GENERAL**

1. He reports directly to the Museum Curator for day to day issues.

### **RESPONSIBILITIES**

2. The Archivist will be responsible for the Museum's collection of records, documents, books and periodicals. This will include the museum files, which are themselves artifacts.
3. The Archivist will ensure that conservation measures are taken, access by users is supervised and facilitated, and control maintained.
4. The Archivist will assist the Curator with any other museum related duties assigned.

### **EXPERIENCE**

5. An obvious preference will be afforded to persons who have a personal linkage to the Regiment, its antecedents or the military history of Kingston's citizen soldiers.

### **CONFLICT OF INTEREST**

6. Objectivity is essential for guiding the museum. Real and apparent conflicts of interest must be scrupulously avoided. This means for example that:
  - a. Private collecting practices should be declared, and any advice sought from the Senate Museum Committee on any collection-related decisions that might be perceived to have an element of conflict of interest, and
  - b. Private business interests should be declared and the curator should withdraw from any decisions on purchase of goods or services that might benefit the curator directly or indirectly.

The Princess of Wales' Own Regiment