

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	The Australian Ballet
Placement Title	Archive Assistant
Placement Location	Onsite
Address (if onsite)	Level 6 / 2 Kavanagh St, Southbank VIC 3006
Primary Supervisor Name	Donna Cusack-Muller
Position Title	Archivist and Records Manager
Host Organisation Website	www.australianballet.com.au

Host Organisation Background:

“A multifaceted partnership that’s making gravity-defying leaps in the realms of sport, art and education.”

The Australian Ballet is a key strategic La Trobe partner. See more about the partnership here: [The Australian Ballet partnership, Industry and Community, Partnerships, La Trobe University](#)

The Australian Ballet has been inspiring and delighting audiences since 1962 and is Australia’s national ballet company. A not-for-profit public company limited by guarantee, it is funded primarily through its own commercial and fundraising activities. It also receives funding from the Commonwealth, NSW and Victorian Governments, through the Australia Council for the Arts, as a Major Performing Arts Company. The Australian Ballet’s wholly owned subsidiary, Orchestra Victoria, provides orchestral services for Opera Australia and Victorian Opera as well as for The Australian Ballet.

Enriched by our country’s most talented dancers, we tour far and wide each year and have won fame at home and internationally for our uniquely Australian style, which is athletic, authentic, bold and expansive.

Moving effortlessly between the great classical works and the best of contemporary dance, including new commissions from both home and abroad, The Australian Ballet offers the nation transformative experiences through the power of our performances and our example of excellence.

The Australian Ballet presents performances each year in capital cities, regional centres and schools around the country. It is the resident ballet company of the Sydney Opera House and Arts Centre Melbourne. The company regularly tours to major international cultural centres.

The Australian Ballet is based in Melbourne at The Primrose Potter Australian Ballet Centre, which also accommodates The Australian Ballet School.

Our Workplace & Benefits [Click Here](#)

Our 2024 Season: [Click Here](#)

Inside or Wardrobe Department: [Click Here](#)

Education & Outreach: [Click Here](#)

Dancer Life: [Ballet / Life Balance - YouTube](#)

ABC TV Documentary - And We Danced: [Click Here](#)

Placement Details	
Placement Semester/Term	Semester 1 2025
Start Date	3 March 2025
End Date	30 May 2025
Days/hours per week	Mon, Tues, Thurs, Fri
Hours (total)	100 hours
Placement Type	Unpaid

The host and successful student will have an opportunity to negotiate placement start and end dates, as well as days of the week that align to the Term or Semester dates that the student is enrolled in prior to commencing the placement.

Desired Course Discipline/Background

Preferred degree/areas of study:

The role would appeal to a student enrolled in an Arts bachelor's degree specialising in areas such as history, Languages and Culture, and other related areas, as well as students interested in arts management practices, library or information studies. Creative Writing students may also be interested in those role, especially those who have completed MSS3ADS Scriptwriting Project and CPW3002 Writing for Performance.

Key Duties and Responsibilities

The Archive Assistant will support the archive of the Australian Ballet for the purposes of preserving records and have responsibility for accurate record keeping, coordination of tasks in line with the care of documents and objects.

Provide assistance to the Archives and Record Manager

- Maintain accessible, retrievable computer archives and databases, incorporating current advances in electric information storage technology.
- Assist in arranging, cataloguing, and maintaining collections of materials.
- Organize archival records and adhere to classification systems to facilitate access to archival materials.

Selection Criteria

Essential:

- Excellent verbal and communication skills
- Awareness of preservation and conservation principles
- High level of computer literacy
- Excellent administrative skills, including a high degree of accuracy and attention to detail

Desired:

- an interest in dance and archival research

Pre-Placement Compliance Checks & Requirements

- Police Check
 Working With Children Check (WWCC)
 Student Placement Deed
 None

Work Based Learning (WBL) – Subject Information and Requirements

Subject Code	LTU3IND
Subject Information	LTU3IND Handbook

Subject Prerequisites	<ul style="list-style-type: none">• Completed 120 credit points of your degree• Have 1 elective space in your course plan

How to Apply

Application Deadline: 3 November 2024

Application Instructions:

Please provide:

- CV/Resume
- Cover letter. Please address why you are interested in this placement opportunity.
- Apply through the following link: [Industry Placement Application Form, Careers and Opportunities, La Trobe University](#)

For help with your cover letter and resume - [Resumes and job applications, Careers and Opportunities, LTU](#)

Thank you for considering a Work Based Learning Placement!