



Situation Vacant

Archives Assistant at the Mdina Metropolitan Chapter's Archives

The ideal candidate should:

- Possess a bachelor's degree or a diploma qualification in Latin and/or classics studies. A bachelor's degree or a diploma qualification in Archival and History or in related subjects will also be considered.
- Be proficient in reading and understanding the Italian language, as well as competent in Maltese and European history.
- Be able to speak and write in Maltese and English.
- Be extremely organised and detail oriented.
- Be a trustworthy person capable of maintaining confidentiality and supports the various initiatives taken by the management.
- Be a person of good moral, dedicated and disciplined and ready to maintain the standards established at the Archives.

The Archives Assistant, who will be reporting to the Archivist, is responsible for assisting the Archivist in the organisation and preservation of the Mdina Metropolitan Chapter's heritage and records, as well as for providing timely and proper research assistance. S/he must keep the website updated (using Wordpress CMS), maintain the social media platforms (e.g. Facebook, Instagram) and engage in the Archives imagery project.

Interested persons are to submit the following to: info@metropolitanchapter.com by not later than Friday 23rd February 2024:

- A letter of application
- A detailed copy of their CV
- Copy of detailed transcripts/certificates
- 2 references or name and email address of 2 referees.



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