

Armarian

Royal Æthelmearc Guild of Brewers, Vintners, and Meadhers

Mission Statement

The mission of the Royal Æthelmearc Guild of Brewers, Vintners, and Meadhers (hereafter referred to as “the Guild”) is to promote and practice within the Kingdom of Æthelmearc, Society for Creative Anachronism, Inc., the science of historical brewing defined as the production of potable alcohol through a fermentation process using equipment, processes, and/or ingredients documented to have been in use prior to 1601 A.D.

Please visit brewers.aethelmearc.org to learn more.

Position

The Armarian is a combination librarian and archivist, responsible for organizing and maintaining reference sources, documentation, recipes, class outlines, and any other relevant files collected or secured by the Guild for the purpose of advancing the science of brewing.

The Armarian reports to the Guildmaster.

Specific responsibilities include:

- Collect paper copies of relevant files and convert them to docx, rtf, or pdf format.
- Collect electronic copies of relevant files from a variety of sources, including but not limited to Guild members, academic websites, and historical archives.
- Upload electronic files to the Guild’s Google drive.
- Establish a standard file naming convention and rename existing electronic files to enable ease of identification by Guild members using the files for research.
- Establish and maintain a “catalog” system for organizing electronic files on the Guild’s Google drive.
- Coordinate with the Web Minister for the sharing of files between the Google drive and the website and/or social media platforms.
- Participate in officer meetings and special project committees as necessary.
- Train their replacement.

Qualifications

The Armarian will have the following experience and attributes:

- Be resident within the kingdom.
- Be familiar with and have access to email, FTP, word processing, and spreadsheet software.
- Have outstanding organization and administrative skills.
- Have communication skills to include the ability to communicate in a clear and concise manner and the ability and desire to respond to correspondence in a timely manner.

- Be comfortable using web-based resources such as kingdom and Guild websites, social media, email, and Google tools.
- Be able to communicate with, organize and work with volunteers from a diverse population towards a common goal.
- Be flexible and a self-starter; able to multitask while also being highly detail oriented.
- Display the personal qualities of integrity, credibility, and a commitment to the mission of the Guild.

There is no requirement that the Armarian be a paid member of the Society, nor is there a requirement that they be an active brewer – although some knowledge of brewing processes, equipment, and ingredients is desirable.