

**Job description**

**Job title:** Archivist

**Location:** Burlington House, London

**Hours:** 28 hours per week (Monday to Thursday)

Normal hours until 5.30pm and until 6.30pm every Thursday between October and May

**Reporting to:** Head of Library and Museum Collections

**Relationships with others:** Part of a Library and Museum collections team of 6 staff. Will work in direct contact with Library users, Fellows of the Society, and other staff of the Society,

The post does not have line management responsibility but may supervise some tasks undertaken by project staff and manage volunteers and student placements from time to time.

**Salary:** Pro rata £32,000

 (£25,600 for 28 hours per week)

# Job Summary

The Archivist has responsibility for making the Society’s Archives visible and searchable and for setting in place a records management programme.

As a member of the Library team, the Archivist will respond to Archive enquiries and undertake regular Library Enquiry Desk duties. The post holder will also have responsibility for promoting the Archive by preparing displays, as well as content for social media.

As part of the charitable purpose of the Society of Antiquaries of London (SAL) the Library provides services to the public and SAL Fellows and makes a vital contribution to the Society’s key aims and relations with its audiences. As a member of the Library and Collections Team this post will contribute to advancing the work of the Society’s Archive collections in support of the Society’s strategic plans.

# Main activities and responsibilities

*Managing the Archives*

* Implement an agreed structure and hierarchy of the archives of the Society as a whole, in line with ISAD(G).
* Be responsible for cataloguing the Archives both at Burlington House and Kelmscott Manor using the Society’s software, Collections Index +.
* Sort the historic archive and carry out identification, appraisal, retention, and disposal as appropriate of non-current and semi-current paper files.
* Working with colleagues, including in Collections, Governance and Finance, establish a comprehensive records management programme.
* Lead in the provision of high-quality Archives enquiry services to users, Society staff, Council, and Committees ensuring responses to enquiries (in person, by email, telephone, letter) are accurate, timely and helpful.
* Participate in all aspects of staffing the Library enquiry desk as rostered, including supervising, and assisting readers, retrieving items from closed access areas, and fulfilling photocopying/scanning requests.
* Be responsible for the use and security of the Archives in the Library by ensuring policies and procedures for the consultation and use of archival materials are in place and reflect best practice.
* Contribute to the gathering of statistics and data on Library and Archives usage and enquiries using Excel.
* Working with the Head of Development, contribute to the preparation applications for funding towards projects and tasks related to the Archives.
* Identify digitization priorities, suggest a methodology and keep a watching brief for collaboration and funding opportunities.
* Lead on the contribution of our Archives data to national and international discovery hubs.

*User engagement*

* Produce information, both printed and electronic to assist Archive users.
* Develop promotional activities and materials with the aim of ensuring that users and prospective users of the Library are aware of the Archives and its contents, as well as its research potential.
* Lead on the development and maintenance of the Archive’s content and presence on the Society’s website and social media.
* Work with other Library and Collections staff to prepare regular displays in the Library display cases and for events.
* Deliver presentations at special events and provide individual and group inductions on the Society’s Archives.

*People management*

* Manage project staff recruited to assist in the cataloguing of the Archives.
* Manage volunteers and work placements that may be assigned to the Archivist.
* Participate in the training of new library staff, ensuring all staff are trained to deal with Archives enquiries, retrieval, and handling.
* Maintain excellent communications with the Library and Collections team and other staff of SAL, ensuring timely and appropriate circulation and dissemination of information.

**Society wide**

* Play a part with other staff in promoting the Society to external audiences and be an effective advocate of the Society and its objectives.

**Other duties**

* Assist the Head of Library and Museum Collections in strategic planning by providing input into planning the development and improvement of Library services, taking specific responsibility for Archive-related initiatives.
* Attend appropriate training courses to improve and extend skills base as identified from time to time.
* As appropriate, represent the Society in the wider library and archives world and collaborate shared expertise with external bodies and professional colleagues.
* This post will also have to cover for other duties in the Library from time to time.
* Other tasks as designated by the Head of Library and Museum Collections.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Education/Qualifications** |
| A qualification in Archives and Records Management | Registered Member of the ARA |
|  | Degree in a relevant subject |
| **Experience/Knowledge** |
| Minimum 3 years’ experience of managing an archive in a similar organization | Experience of working with library information resources and collections (print and online)Experience of preparing funding applications, especially to assist with specific cataloguing and/or digitisation projects |
| Up-to-date knowledge of current cataloguing practice and relevant electronic systems |  |
| Up-to-date knowledge of national and international cataloguing standards |  |
| A clear understanding of the difference between archives and collections of papers, but the flexibility to recognise that there is a blurred boundary in older institutions |  |
| Interest in and willingness to get to grips with the history of the Society, its governance and organisation and how this has affected record creation |  |
| Experience of archives enquiry work | Experience of library reference enquiry work and of guiding users to appropriate information sources. |
|  |  |
| Knowledge of copyright and intellectual property issues related to archives |  |
| Ability to assess conservation and packing needs, within a limited budget |  |
| Experience of and confident in conducting inductions, presentations, and tours |  |
|  | Working knowledge of Latin.Reading knowledge of modern European languages, preferably French and German. |
| **Skills** |
| Proven exceptional customer service Skills |  |
| Strong organisational and planning skills and ability to manage own workload and use time effectively |  |
| Proven ability to work effectively as part of team, to encourage and support other team members and promote team values.  |  |
| Attention to detail: ability to work accurately, methodically, and successfully to deadlines |  |
| Understanding of/interest in marketing tools for collection promotion, including design and display of archival material, use of webpages and social media | Basic website editing skills using Wordpress |
| Excellent ICT skills, and use of MS Word and Excel including the ability to create and use spreadsheets and produce reports and create templates |  |
| **Interpersonal skills** |
| Excellent communication and interpersonal skills and a proven ability to build good working relationships with a range of people from diverse backgrounds and experience | Experience of managing volunteers and student placements |
| A pragmatic and hands on approach |  |
| Ability to work calmly under pressure and manage conflicting priorities.  |  |
| **Particular circumstances to this post** |
| Awareness of developments in the broader archive management landscape and professional practice.  |  |
| Interest in relevant subjects such as archaeology, history, art history, cultural heritage. |  |
| **Personal attributes** |  |
| Patience, resilience, and a good-humoured approach |  |
| Ability to think beyond existing practices to identify potential improvements |  |
| A flexible approach to duties, willingness to undertake all aspects of library work, and learn and develop new skills |  |
| Ability and willingness to travel to Kelmscott Manor as necessary |  |