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**JOB DESCRIPTION**

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| **Job Title:**  | Archivist |
| **Reports to:**  | Head of Collections |
| **Department:** | Collections & Conservation |

**Purpose of the Job**

Brighton & Hove Museums (B&HM) recognise that the Royal Pavilion Archive (RPA) is a high priority collection to catalogue and conserve due to its local, national and international importance.

The archive is unique and varied, covering the period from 1760s to the present day. The archive is predominantly made up of paper records and includes valuable documents relating to the history of the Royal Pavilion Estate, such as original building plans; inventories; account books; royal letters; newspaper cuttings; municipal documents; early photographs, transparencies and slides.

B&HM have been successful in receiving funding from The National Archives (TNA) to employ an Archivist on a fixed term contract to radically improve the accessibility and searchability of this internationally significant collection.

The Archivist will provide B&HM with professional support to catalogue to archival industry standards and build increased understanding of this collection. They will be supported by a Project Team and Steering Group and will prioritise material dated between 1787-1850 for cataloguing and transfer to The Keep. They will also work closely with members of the Royal Pavilion Garden project to review the archival collection linked to the heritage of this space.

The postholder will work in close collaboration with the curatorial and conservation teams to implement and manage the project. The Archivist will also manage and work with a small team of volunteers and will undertake public engagement activity alongside our engagement team.

The post-holder will operate across all of B&HM’s sites including collection stores.

**Principal Accountabilities**

1. To use the existing Scoping Report to sort, rearrange and implement a hierarchical and structured arrangement for the RPA.
2. To use relevant collections management systems and ensure that the archive is catalogued in line with current best practice and national and international archive standards (in particular ISAD G),
3. To catalogue and transfer material to The Keep, and to identify areas of particular significance, such as the estate plans and items that contribute to work reframing and reconstructing stories with a decolonial lens.
4. Improve the accessibility and searchability of this internationally significant collection to diversify and increase our audiences
5. To implement consistent and appropriate descriptions for archive material that ensures that the catalogue is written in language that is easy for users to understand what the archive contains.
6. To engage with existing and new audiences through a series of targeted in-person and online events.
7. Ensure wider discoverability by contributing catalogue descriptions to TNA's Discovery platform and use our website and IIIF (International Image Interoperability Framework) to widely share open access high-res digital images of a selection of digitised items.
8. To work closely with stakeholders including our partners at The Keep, the Project Team, the Project Steering group, internal colleagues and volunteers.
9. To train and supervise volunteers to support this project.
10. To support the Garden Experience & Interpretation Officer, Royal Pavilion Curator and Historic Buildings Manager in identifying key items relating to their areas of responsibility.
11. To ensure that storage and packing materials complies with best practice guidelines as far as practicably possible.

**General Accountabilities**

To develop practices within B&HM that uphold and develop the principles of B&HM’s Equality in Employment Policy and the Equalities Policy in relation to staff and to service provision.

To be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety and safeguarding of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. All staff will occasionally be asked to work front-of-house across any of our sites.

All staff will have an individual work plan explaining how they are contributing to the delivery of our vision and business plan which will be updated annually.

Every member of staff will work as one team looking after five sites and three gardens. They will:

* Be visitor focused and business-like.
* Be a great museum professional.
* Always be listening and learning.
* Be an ambassador for B&HM.

Your duties will be as set out in the above job description but please note that B&HM reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

**PERSON SPECIFICATION**

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*Essential Criteria (E); Desirable Criteria (D)*

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| **Job Related Education, Qualifications and Knowledge** | * Hold a postgraduate qualification in archive management/administration or equivalent qualification/experience, or Level 7 Archivist and Records Manager apprenticeship *(E)*
* Knowledge of archival collections management to include accessioning, cataloguing, and managing archives in accordance with established standards and procedures. *(E)*
* Knowledge of information management standards and access, including copyright, data protection legislation, and other issues relating to the use of information held in the collections. *(E)*
* A varied and broad understanding of museum collections and a demonstrable enthusiasm for the subject area covered by the post. *(D)*
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| **Experience** | * Experience and knowledge of archival activities and best practice collections management, gained through post-graduate education or professional experience working as an archivist in a museum, charity, business or heritage setting. *(E)*
* Practical experience of cataloguing complex archival collections to relevant professional standards such as the International Standard Archival Description (General) (ISAD(G)) and of using collections management software to create ISAD(G) compliant archival catalogue descriptions *(E)*
* Demonstrable experience of delivering an engaging programme of events and activities based on the archive collections both in person or online *(E)*
* Experience of working on externally funded projects and working with external stakeholders *(D)*
* Experience of supervising volunteers *(E)*
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| **Skills/Abilities** | * Strong IT skills, with the ability to digitise archival materials, create and manage associated metadata, taking responsibility for digital preservation in a day-to-day archival collections management context *(E)*
* Ability to interpret and catalogue technical or architectural drawings *(E)*
* Excellent verbal and written communication skills, with the ability to effectively convey complex archival information to colleagues and stakeholders. *(E)*
* Ability to work independently and as part of a small team, with the skills to influence others and liaise effectively with colleagues and external contacts too promote a mutually supportive and collaborative team working style. *(E)*
* Ability to work to tight deadlines and deliver projects on time. *(E)*
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| **Equalities**  | * To uphold and carry out the duties of the post with due regard to B&HM’s Equalities and Equality in Employment Policies. *(E)*
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| **Other Requirements** | * Ability to manage and adhere to Health and Safety Policy, practices and instructions, with an awareness of the need to identify and manage hazards in the area of responsibility and the ability to contribute to an assessment and management of the associated risks. *(E)*
* Willingness to work weekends and evenings as required. *(E)*
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