Job Description: Archivist

At Bishopsgate Institute, the Special Collections and Archives are at the heart of our offer, our programming and our identity. We run a very friendly, world-class service for researchers, from academics to non-specialists, and the team contributes actively to the development and delivery of the wider learning and cultural events programme, website and digital content, promotion of the Institute and delivering outreach and education work beyond the Institute.

We pride ourselves on how accessible our collections are, and to that end we are continuing to develop unusual ways for people to discover them for themselves, especially if they have not had much experience of using archives before. The Archivist is an important team member in this delivery.

The Archivist will play a central role in this team, and the work extends beyond the day-to-day cataloguing and conservation work that might be the norm in other organisations. Our Researchers' Area is busy, our programme of events relies on original materials and interpretation, and our Campaigns team (marketing, PR and communications) relies heavily on the expertise and proactive participation of the whole Special Collections and Archives team in order to be successful.

This role requires a postgraduate qualification in Archives and Records Management and a detailed knowledge of, and interest in, the archives and collections sector, as well as experience working in a library or archives environment.

The Head of Audiences & Communications is the senior team lead on this area.

Role description

Date of Last Review: May 2021

Job Title: Archivist (Fixed Term Contract – 12 Months)

Grade:	Officer
Hours:	Full-time (35 hours / week)
Salary:	circa. £26k per annum
Reporting to:	Special Collections & Archives Manager
Peers:	Campaigns Coordinator
	Box Office & Front of House Coordinator
	Performing Arts Programmer
	Learning Programme Coordinator
	Digital Engagement Officer
	Event Planners
	Administration Officer
	Assistant Accountant
	Library Cataloguer
	Sound & Lighting Technician
	IT and Technical Support Officer
Budget holder:	No
Probation:	6 months

Role purpose

Undertake the cataloguing and development of the Institute's Special Collections and Archives to international and in-house standards using Adlib Library and Archives software.

Contribute to the development of content for programming, PR campaigns, the website and social media platforms by proactively researching and providing information on collections and assets (eg scanned images) available for use in programming and artwork.

Key Archivist deliverables

1. Excellent service delivery and smooth running of the Reading Room (once open) and Researchers' Area by:

   o Supporting the day-to-day operation of the Bishopsgate Library Reading Room and Researchers Area ("Library"), collaborating to undertake general duties to ensure smooth running of the areas and high-quality public engagement

   o Answering academic and general research enquiries by email, phone

and in person, ensuring the service is welcoming and inclusive

- o Supporting the preparation and use of the Reading Room area for events and activity outside the normal library operating hours (this includes venue hire)

- o Lead on managing and monitoring student placements, as required

- o Supporting the cover of Library reception desk, on a rota basis

2. Supporting the care and development of the Institute's Special Collections and Archives including:

- o Undertaking major cataloguing projects to international and in-house standards as specified by the Special Collections and Archives Manager

- o Assisting the Special Collections & Archives Manager with the acquisition and negotiation of agreed new donations for the Institute's Special Collections and Archives

- o Providing support to ensure the Institute's Special Collections and Archives have the necessary copyright and data protection policies in place

- o Assist the Special Collections & Archives Manager with tours and promotional activities for academic researchers, learners, guests, venue hire clients and the general public to increase the access, visibility and use of the Institute's Special Collections and Archives

- o Work with the Special Collections & Archives Manager to ensure policies and procedures relating to collections management, risk assessment and disaster planning are implemented, kept up-to-date and reviewed.

- o Supervise the management of student placements and volunteers working on projects cataloguing and digitising special collections material

3. Contributing proactively to the development of content for Bishopsgate Institute fundraising, PR and media campaigns, website and social media , in collaboration with the Campaigns and Fundraising teams, whereby the work of the service and the extraordinary collections we hold are shared in the most engaging and immediate manner:

- Identifying collections, stories and items of interest (these might include video or audio, diaries, photographs or other materials) and reporting regularly to the Campaigns team
- Collating statistics on the usage, popularity and reach of the collections (eg monthly summary)
- Ensuring timely scanning of images and other materials at the correct resolution for use in digital (and print) campaigns

4. Assisting in the provision of advice and support on the Special Collections & Archives internally to facilitate access, profile and usage through the Institute's learning programme, cultural events and to the public in general:

   o Supporting the Campaigns team to ensure any external messaging regarding new or existing collections and their access information is correct and up to date

   o Providing support to the Interpretation Manager and the Learning Programme Coordinator in the development of learning activities across the Institute's integrated offer when required

   o Ensuring procedures relating to collections management, risk assessment preservation and security of our archives and special collections are maintained at all times. This pertains particularly to their use as part of our programme of events and activity.

   o Support the retrieval, use and return of special collections and archive materials for learning activity and events, helping to ensure any materials used are safely and securely returned to the Library for re-cataloguing in their original position as required.

General requirements

   o Proactively collaborate with all staff to ensure the best possible levels of seamless service and quality to our customers.

   o Contribute to an improved level of organisational engagement through positive role modelling, communication and behaviour at all times.

- o Champion and epitomise the Institute's core competency behaviours.

- o Attend relevant training in order to fulfil the requirements of the job and undergo supervision and annual reviews.

- o Comply with and implement all organisational policies and procedures as required.

- o Work flexibly and responsibly to effectively manage workload and ensure the provision of a 7-day-per-week service to the public as required (the regular working days for this role are Monday – Friday).

- o Dress and present yourself appropriately as the professional needs of the Institute require.

This job description covers the current range of duties and will be reviewed from time to time. It is the Institute's aim to reach agreement on changes, but if agreement is not possible, the Institute reserves the right to change this job description.

Person specification

Requirements – Archivist

1.1 Post graduate qualification in Archives and Records Management and experience of undertaking a major archival catalogue project or archives-based heritage project

1.2 Demonstrable experience of successfully working in a library or archives environment and its day- to-day requirements to ensure access and preservation of special collections and archives

1.3 Demonstrable experience in special collections and archives development, including handling, copyright and data protection policies and procedures

1.4 Demonstrable commitment to maximising the accessibility of archives and collections material to support academic research, learning opportunities and the widest possible general public interest and engagement

1.5 Demonstrable commitment to the integration of special collections and archives into the programming and entire offer of a larger cultural organisation.

1.6 Demonstrable enthusiasm for unusual and non-traditional approaches to inclusion and engagement for special collections and archives, and a commitment to contributing to their success

1.7 A demonstrably proactive and communicative working style, including taking the initiative to go and see colleagues or phone them if an issue arises and keep channels of communication open, rather than using email

1.8 Strong, confident presentation skills to both specialist and generalist audiences

1.9 A passion for the mission and ethos of Bishopsgate Institute and its work as a whole, and the ability to advocate for that within and beyond the Institute.

Bishopsgate Institute Competency Framework

At Bishopsgate Institute we take a competency-based approach to staff recruitment, performance review and development. Our Competency Framework underpins the culture of the organisation and adds to what we do to enable us to reach our potential both as individuals and as an organisation.

Both managers and staff will have support and training to implement these competencies.

Our selection process for recruitment has been designed to test each applicant's skills, expertise, knowledge and their ability to demonstrate how they meet the competency framework.

All competencies apply to **all** roles:

Performance	**Insight**	**Engagement & Inspiring Others**
• Accountability • Delivering Performance • Alignment & Planning • Learning & Change	• Breadth of Perspective • Making Effective Judgements • Applying Specialist Knowledge • Customer & Audience Awareness	• Working Collaboratively • Communicating & Influencing • Empowering Leadership

There are different levels within each that apply to each grade or level of role in the organisation:

- o Assistants, Administrators, Officers – *all non-management level staff.*
- o Managers/ Specialists – *all staff that line manage one or more members of staff or are defined in their job role as a 'Specialist'.*
- o Senior Managers/Specialists – *the Chief Executive, Heads and Senior Specialists.*

The competencies relate to certain key abilities that we should be able to demonstrate in the way we carry out our jobs. While objectives are concerned with **what** we achieve in terms of tangible results or 'outputs' and 'outcomes', these competencies look more at **how** we carry out our work - for example how much initiative we demonstrate; how well we work with others; how good our communication skills are; how well we organise our work.

Most of the core competencies could relate to a person doing any job of a comparable level/grade, regardless of the particular functional or technical expertise and skill that is required.

Although no-one is expected to demonstrate the competencies that do not apply to their job, staff need to think laterally and creatively about whether they apply. For example, if your role is to support other staff in the organisation, you may not feel that you directly support the public. However, if you think hard enough you will likely be able to see that by supporting your colleagues in other departments you indirectly do support the public and what you do in that regard is very important.

Please refer to the full Competency Framework document as part of the pack of information for candidates or, once in post, ask your line manage for a copy.