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| **Job Title** | Archivist |
| **Reports to** | College Archivist |

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| **Job Purpose** |
| The Archivist is responsible for assisting with the maintenance, conservation, cataloguing and interpretation of the College archives. Core duties will include the accessioning of new archival items, cataloguing, and developing the procedures for archiving the college's modern administrative records. The post holder will show a genuine interest in history and in preserving records for posterity, presented by a commitment to the profession. |

**Key Tasks and Responsibilities**

* To acquire, accession and catalogue appropriate new archival material, whether by transfer within the college or by gift
* To retrieve and produce all documents for both internal purposes or for readers
* To ensure appropriate modern-day material is kept for archive purposes, in line with the college’s retention schedule. This will include including departmental record surveys
* To assist with developing a procedure for the accessioning, appraisal and long-term preservation of born digital records, working in collaboration with the College Archivist and IT
* To assist the College Archivist in promoting good records management across the college
* To answer enquiries from college pupils, staff and members of the public
* To make the archives available to readers by producing archival material for consultation, supervising its use and providing advice
* To participate in an active teaching programme, for example by presentations to Eton pupils or to visiting groups
* To produce displays/exhibitions for both internal and external audiences
* To contribute to the activities of the Friends of the College Collections and to special events
* To publicise the archives to outside organisations by means of talks, group visits and participation in appropriate professional activities
* To maintain the social media presence of the College Archives
* To participate in the development of online content
* Line management responsibility for the Archives Assistant
* To assist generally with the work of the College Collections through co-operation with other members of the Collections staff

Principal contacts:

Collections team, College Library, Collections Committee, Friends of the College Collections, Eton pupils, members of the public, other support offices in the college e.g. Finance, Buildings and IT

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| **Skills and Competencies Required** |  |
| To be successful in this role, the incumbent should have:   * A recognised archives qualification, or working towards one * Knowledge of records management and archival standards and experience managing digital archives * Familiar with the application of IT to the cataloguing, interpretation and publicising of archival material. The Collections use SSL software and familiarity with CollectionsIndexPlus would be an advantage, but training will be given. * Experience of managing digital archives or a willingness to engage with this area of work. Palaeographical skills to read and interpret medieval documents as well as those of Tudor and later date. Knowledge of Latin would also be beneficial. * Good communication and customer service skills along with an understanding of research skills in order to help users access materials * A logical approach to the work of identification and classification * Good organisational skills to manage a wide range of tasks * Adaptability, flexibility and attention to detail and accuracy * The ability to skim and understand an extensive and varied range of material * Competence in administrative procedures and project management ability * Knowledge of the data protection and freedom of information legislation may also be advantageous. * Experience of wider heritage issues and collaboration would be an advantage. (The postholder is expected to work closely with other members of the Collections team, especially the staff of College Library, and to participate in the management of the collections in general through membership of the Collections Committee.) |  |