



Reference: 0817/A

Job title: Archivist
Salary: £30,000 pa
Contract: Fulltime permanent
Reports: Director

About us

Inspired by Pan-African civil rights leader Queen Mother Moore, our founders established Black Cultural Archives in 1981 with a mission to create Britain's first museum dedicated to representing the culture on history of Black people in Britain.

Today we are a national institution dedicated to collecting, preserving and marking the histories of Black people in Britain and their place in British history. Our collection of original archive materials constitutes a permanent record, and our ambition is to embed this presence into the broader British narrative and increase understanding of our diverse heritage. This role is key to realising this goal.

We are seeking an Archivist as part of the Management Team with regard to developing the strategic vision and improving awareness and accessibility of the archive. You will help to provide the full range of archive and records management services to researchers, the general public and to members of staff across the organisation. You will assist in the care and management of the archives as well as handling enquiries and participate in the work of the wider organisation in line with agreed Collection objectives and the objectives of Black Cultural Archives as a whole.

About you

You will have a recognised qualification in archives with proven experience of working in an archive. Experience or an interest in Black history is desirable.

Ideally, you will be an Archivist with a passion for research. A key part of your role will include carrying-out research and scoping of our collections to inform and shape our exhibitions and public programmes.

You should be flexible, proactive and have excellent organisational and interpersonal skills and be able to demonstrate a sound problem solving approach to your work.

Key responsibilities

Archiving

- Appraise the collection, including selection of items for preservation, disposal and conservation
- Catalogue incoming archive collections using Axiell Calm, updating existing records and describing the archives in line with ISAD(G) standards
- Sort, list and repackage archive collections using preservation materials
- Ensure the correct storage of archive material including monitoring and environmental control
- Contribute to the delivery of public access to the collections (booking appointments, supervision of readers and production of documents) and improving accessibility
- Record and maintain all enquiry and reading room statistics
- Respond to user enquiries about the collection and the work of Black Cultural Archives (via email, phone and in person)
- Deliver tours of the collections to stakeholders or groups on arranged visits
- Undertake outreach tasks including participating in public and private events, study sessions and educational activities as appropriate

Strategic development

- Development of a strategic vision for the collections
- Developing Black Cultural Archives' practice regarding description, access and interpretation to inspire and inform readers and the wider heritage sector
- Convening sub-committees or advisory groups relating to collections

Managerial

- Contribute as a member of the BCA Management Team
- Line manage posts recruited to the Collections Team
- Management and control of the archive and collections budget
- Identifying and co-ordinating training and development opportunities relating to collections
- Developing and managing core systems and policy documentation (including accessions, locations, acquisitions, copyright)

Research and interpretation

- Contribute to the production and delivery of Black Cultural Archives exhibitions and events including researching the archive and those of other institutions and individuals to source relevant material for the exhibition and related learning activities
- To carry-out research as directed by the senior managers and self-initiated to further internal knowledge and to help to grow the organisation's reputation as a knowledge based organisation with specific reference to the presence and contributions of people of African descent in Britain

- Contribute to the production of online resources and user guides for Black Cultural Archives' collections

Volunteer support

- Identify training and development opportunities for staff and volunteers regarding BCA's collection
- Working closely with the Volunteer Coordinator to train, coordinate and supervise volunteers, interns and work placements in basic archive tasks including listing, repackaging and digitisation

Other

- Attend and take minutes for internal meetings as required
- Attend and contribute to all internal meetings as set out by the Management Team.
- Develop, implement and maintain the document management system across the organisation
- To provide reception cover or provide exhibition invigilation support as required

General

- Undertake any other duties as required

Person specification: key competencies

Essential

- Graduate qualification in Archives or Archives Management
- At least 2-year's experience working in an archive or heritage environment
- Experience of handling archive material as part of ingestion, preservation and storage processes
- Experience of working in a public facing archival role
- An understanding of ISAD (G) standards when cataloguing archival material
- Proven research skills using both paper and electronic tools to communicate the results through written reports/information to meet the needs of a range of different audiences
- Excellent IT skills including proficiency with MS Office and professional archive catalogue software
- Excellent organisational and communication skills
- Demonstrable interest in Black cultural heritage
- An interest in community archives
- A willingness to undertake a variety of duties

Desirable

- Experience of training and supervising volunteers
- Experience of working with others and assisting with the development and delivery of public programmes for example workshops and talks
- Knowledge of copyright law and other legislation relating to the ownership and use of archive material
- Understanding of the aims and objectives of Black Cultural Archives

Details of the post

The Archivist will work closely with the Learning Manager, Learning Officer, Marketing Manager and Volunteer Manager to supervise volunteers.

We are open to the public Tuesday – Saturday 10am – 6pm. We have late nights once a month when we open until 10pm (this is subject to change).

You will be expected to work some public holidays when time off in lieu will be given in return.

As a key member of staff, duties will vary and may also include assisting colleagues across the organisation.

Annual salary £30,000

Start date As soon as possible

The post is based at Black Cultural Archives, 1 Windrush Square, Brixton SW2 1EF

Recruitment timetable

Closing date 12.00pm Monday 11th September 2017

Interviews w/b 18th September 2017

Please email your completed application form to recruitment@bcaheritage.org.uk including the job reference in the subject line

We do not accept applications via CV. No agencies

