

Job Title:	Assistant Archivist
Location:	16 Bedford Square, London, WC1B 3JA
Responsible to whom:	Archivist, Records and Data Protection Manager
Department:	Archives & Library

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**Main Purpose of the Job:**

The Assistant Archivist will support the Archivist, Records and Data Protection Manager (ARDPM) in all aspects of the management, development and promotion of the Centre's Collected Archives (material acquired from outside the Paul Mellon Centre).

The ultimate aims of this work are threefold: to establish the Centre's archival holdings as a superlative resource for the study of, and research into, all aspects of British art, architecture and art history in the UK; to ensure that all archive materials held at the Centre are accessible, open to all and preserved for future generations; and to support the establishment and maintenance of the Centre as an Accredited Archive Service.

The main duties of the post involve appraising, cataloguing and promoting access to the Centre's Collected Archives. They also involve working with the ARDPM to assess collections and liaise with donors in respect of new acquisitions; and to embed professional best practice in all aspects of the archival work with a view to securing Archive Service Accreditation.

The postholder will also have specific responsibility for working with relevant staff to develop an outreach and engagement programme across the Archives & Library. This will involve engaging existing audiences to discover more about all of the PMC's collections (the Archives, Library and Photographic Archives) and – working with the Archives & Library team – to develop and deliver specific projects with the aim of engaging new audiences with our work. This might involve, as appropriate, networking with colleagues externally to establish collaborative projects and taking part in relevant sector initiatives; working with staff internally to support Paul Mellon Centre projects; developing teaching sessions and tours; promoting catalogue data; enhancing Wikipedia entries; developing blogs etc. to promote the Centre's collections.

In relation to the above, the postholder will additionally have specific responsibility for all aspects of public service in the Archives & Library. This will involve overall management and development of the enquiries; bookings; and copying services, as well as management of the Centre's Public Study Room itself.

The Assistant Archivist and the ARDPM work closely with library staff within a small Archives & Library team. They also work alongside staff across the whole institution.

## **Main duties**

### **Collected Archives**

Working with the ARDPM to:

- assess and secure relevant material for acquisition
- appraise, arrange and catalogue the Collected Archives using CALM software and in accordance with relevant professional best practice, in particular ISAD(G)
- publish archive catalogue data on the Centre's website and other relevant external initiatives (TNA's Discovery, Archives HUB, Artists Papers Register etc.)
- promote the archive collections at the Centre via various means including the Centre's website (via archive web features; news items etc.); and other relevant channels (Wikipedia; NRA listserv etc.)
- re-package material and manage the archive storage environment to facilitate the long-term preservation of hard-copy records
- establish suitable provision for the long-term preservation of e-archive material using Preservica software
- review archive collections to ensure access is provided in compliance with relevant legislation (particularly the GDPR)
- embed professional best practice in all aspects of the work of the archive
- secure Archive Service Accreditation

### **Outreach and Engagement**

In consultation with the ARDPM and Librarian:

- specific responsibility for developing and implementing an outreach and engagement programme across the Archives & Library. This will involve researching current thinking and relevant initiatives in the field and working with staff to identify and promote the Centre's Archives, Library and Photographic Archive holdings by a variety of means to both existing and new audiences.
- specific responsibility for the overall development, management and day-to-day running of all aspects of public service, including in-person bookings, and remote enquiries and copying.
- shared responsibility (with the Assistant Librarian) for day-to-day answering of enquiries.

## **Other duties**

- Keeping abreast of new developments and initiatives in the field through continuing professional development.
- Supporting the work of the Archives & Library and undertaking any other duties as required.

## **Person Specification**

### **Essential skills and competencies:**

- A postgraduate diploma or MA in Archives & Records Management
- Five years' post-qualification professional experience working in archives
- Experience of outreach, engagement and public service activities
- Ability to appraise, arrange and catalogue large complex archive collections in accordance with ISAD(G)

- Working knowledge of the GDPR, with particular reference to archives and record-keeping
- High level of motivation, excellent organisational skills and the ability to establish priorities
- Engagement, enthusiasm and innovative thinking
- Excellent interpersonal and communication skills
- Ability to work flexibly and effectively as part of a team and independently

**Desirable skills and competencies:**

- Experience of working in an academic, museum or specialist archive repository
- Experience of using CALM software
- An enthusiasm for, or interest in, British art history