

JOB DESCRIPTION

Job title:	Archive Assistant
Department:	Archive
Responsible to:	Museum Manager
Salary Scale:	Minimum Hourly wage (based on age)
Hours of Work:	Full Time, 37.5 hours per week, 10 days over 14.
Role Summary:	To assist in day to day running of the archive, and assist in display rotation, donation records and research.

KEY ACCOUNTABILITIES:

This role is accountable for:

- A. Assisting in managing the archive and creating and maintaining displays.
- B. Being an engaged member of the Museum team and actively engage in the inclusive, positive, and high-performing culture across the Museum.
- C. The delivery of excellent communication standards throughout the organisation.
- D. Assist in the development and implementation of the digital and offline archive strategy.

DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

1. Archive & Research

- Dealing with basic research enquiries and donations.
- Maintaining collections in a tidy and consistent manner.
- To ensure appropriate research and analysis is conducted and keep records up to date.
- Ensure all content requested or supplied for third parties from the archive is correct, accurate and within licensing laws.
- To assist with relevant outreach activities including social media.
- To repackage documents and items to appropriate Archival standards.
- To input, maintain and retrieve information from and to cataloguing databases as well as other standard Office spreadsheets.
- Assist in formulating and delivering the Museum's digital and offline archive strategy.
- Providing administrative and technical support to Archivist.
- Support the Archivist and any other relevant staff member in development and maintenance of displays on site.
- Support museum staff with any relevant research and archive material.
- Working with & supporting third party affiliations, e.g. veteran and re-enactment groups.

2. Other Duties

- To understand and uphold the Vision, Mission and Values of the organisation and ensure that these values guide and inform the work and conduct of the post holder.
- Support and communicate Museum events and any other projects that require communicating to the visitor audience.
- To fulfil other duties & work on other projects as directed by the Archivist.
- To participate in the identification of personal training and development needs and to make full use of all training and development

- To undertake duties from time to time, as requested that may be reasonably considered within the scope of the post.
- Ensure compliance with relevant legislation and statutory codes of practice, including GDPR and copyrighting.
- To carry out all duties with full regard to the Museum's policies and procedures.

Personal contacts: Staff and visitors of the Museum, re-enactors, volunteers, local authority figures, Press & Media, archive and curating staff within other tourist attractions and museums.

Revised: July 2021

PERSON SPECIFICATION

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The person specification focuses on the qualifications, experience, knowledge, skills, talents and attitude required to undertake the role effectively.

Requirements	Essential	Desirable
QUALIFICATIONS		
Good general education to GCSE standard	X	
Educated to degree level or possessing equivalent qualifications and training		X
EXPERIENCE		
Experience of working within a client/customer facing role	X	
Project management		X
Track record of delivering excellence in customer service	X	
Experience with IT systems, CMS systems and databases, including Microsoft Office		X
Working with design & website software, (e.g. Adobe Suite)		X
Experience of extensive research and accurate documentation.		X
KNOWLEDGE & SKILLS		
Good working knowledge of relevant legislation (e.g. GDPR, Copyright, etc)		X
Tourism trends, particularly with reference to the heritage market	X	
Excellent oral and written communication skills, including listening skills and report writing	X	
Ability to establish strong working relationships with a range of different stakeholders	X	
Excellent planning, organisation, and administration skills	X	
TALENTS & ATTITUDE		
Commitment to equality, diversity and inclusion and ability to engage visitors and stakeholders from all backgrounds	X	
Outcome / target focused - passionate about creating change, building a customer focused environment, and driving strong commercial performance	X	
Discipline driven - committed to high standards, attention to detail and focused on exceptional delivery and operating standards	X	
Flexible and resilient - able to thrive and lead in a busy, fast paced and change-driven environment	X	