## JOB DESCRIPTION

### Job title:
Assistant Archivist

### Department:
College Archives

### Conditions:
- **Salary:** £27,000 - £32,000 pa pro rata
- **Hours:** 35 hours per week full time 6 month contract, or part-time over 6-12 months
- **Holiday:** 33 days pa. including Bank Holidays pro rata
- **Probation:** [at 2 months if full time]

### Job purpose:
To assist the College Archivist with the Darwin College Archives.

### Main duties:
Establish control over a backlog of unprocessed records in all formats.

- Using the accessions module in the archives management system (ArchivesSpace)
  - Sort physical records, accession and box
  - List AV tapes and cassettes, accession where necessary, determine whether or to digitise.
  - Sort digital records into discrete online folders, copying off handheld carriers where necessary and accession

- Review the completeness of the retro-conversion of old catalogues
  - Review administrative files in Word and Excel to identify preliminary lists of paper and digital records for incorporating into ArchiveSpace

- Catalogue newly accessioned records in all formats.

- Scope the scale and requirements for digital preservation, both of digitised AV and born-digital records

### Works with:
- College Archivist

### Responsible for:
- n/a

### Responsible to:
- College Archivist

## PERSON DESCRIPTION

### Qualifications & Learning
- Good standard of education to degree level
- A professionally accredited postgraduate qualification in Archives/Records Management.

### Experience:
- Previous experience of and the ability to work with archives management system(s) and willingness to learn new systems as required.
- Previous experience in an Archivist/Records Manager role desirable.
### Skills:
- Able to use Word, Outlook and Excel to intermediate level for correspondence and for information management
- Able to manage own workload to achieve agreed outcomes including occasionally under pressure
- Excellent attention to detail
- Ability to work within established procedures
- Ability to work independently and unsupervised
- Physically able to handle archive boxes, bending down and reaching up when shelving (including use of step ladder)

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**REVIEW**

These job and person descriptions are non-contractual