

JOB DESCRIPTION

JOB TITLE:	Project Archivist
REPORTING TO:	Curator
DIRECT REPORTS:	None
LOCATION:	The Black Watch Castle and Museum
SALARY:	£26,062 per annum
CONTRACT:	24 months full time fixed term (35 hours per week)

Please send a Cover Letter and CV to Jennifer Marshall: jennifer@theblackwatch.co.uk

PURPOSE OF JOB

The Black Watch Castle and Museum is an award-winning visitor attraction and home to a varied archive covering many aspects of Regimental life including diaries, letters, army forms, service records and much more. There are roughly 15,000 archive materials in our collection covering the period c.1745 – 2006. We are currently seeking a Project Archivist to join our vibrant team to continue the cataloguing of our collections, under the supervision of the Museum Archivist.

MAIN DUTIES AND RESPONSIBILITIES

- Identify and appraise collections to be catalogued as a priority
- Create item level catalogues for any identified collections
- Identify packaging and preservation needs
- Maintain project administration
- Update collections management system (Axiell) and external catalogue portals
- Identify archive material for education/events/community outreach
- Supervising archive and collections volunteers and researchers

Other Duties and Conditions of Service

The post holder is expected to work to further the mission and aim of The Black Watch Museum, and to comply with the company's policies and procedures.

This is not an exhaustive list of responsibilities and the post holder will be expected to undertake other duties within the remit of the job as requested by the relevant line manager.

This job description will be reviewed periodically, and The Black Watch & Castle Museum reserves the right to vary the duties within the job description in line with the needs of the business.

PERSON SPECIFICATION:

<p>Knowledge / Skills</p> <ul style="list-style-type: none"> • IT skills, specifically dealing with databases, spreadsheets, word processing and email. • An understanding of archival catalogues and ISAD(G)
<p>Essential experience / qualifications / training</p> <ul style="list-style-type: none"> • Educated to degree level • Have an archives postgraduate qualification or relevant experience • Experience of appraising archival collections and identifying collections to be catalogued
<p>Desirable experience / qualifications / training</p> <ul style="list-style-type: none"> • Experience of project work
<p>Personal Qualities / Attributes</p> <ul style="list-style-type: none"> • Be inquisitive and willing to acquire new knowledge • Ability to prioritise and work to deadlines • Have excellent communication skills • Be reliable, organised, tidy and methodical
<p>Work Related Circumstances</p> <ul style="list-style-type: none"> • The job can involve considerable standing, lifting, bending and stretching • Must be flexible with working hours • Must be willing to undertake relevant training • This position is 5 days a week and can include weekend work