

# Archivist Job Role

## March 2019



<b>Job Profile</b>	
<b>Job Title</b>	Archivist
<b>Location</b>	Warner Textile Archive, Silks Way, Braintree, CM7 3GB
<b>Salary</b>	£27,000 - £32,000
<b>Hours</b>	37 per week (full-time)
<b>Contract</b>	Permanent
<b>Reports to</b>	Museums Manager
<b>Manages</b>	Volunteers, internships & freelance staff
<b>Job Purpose</b>	<ol style="list-style-type: none"> <li>1. To be responsible for the day-to-day care, interpretation and access to the Archive Collection including specialist access by academics and museum professionals.</li> <li>2. Create and implement the strategy to catalogue and digitise the Archive Collection within the <i>Warner Textile Archive Online</i> project.</li> <li>3. To develop and implement a research framework for the Archive Collection to inform public programmes and interpretation.</li> </ol>
<b>Principal Accountabilities</b>	
<p><b>Collections &amp; records management</b></p> <ol style="list-style-type: none"> <li>1. Develop the programme of documentation, conservation, environmental monitoring and control, digitization of images and storage of the Archive Collection, emergency planning and all other issues within the Collections Development Policy, Plans and Manuals to Arts Council England Accreditation Standard.</li> <li>2. Take responsibility for the acquisition and collections management of production samples of licensed and wholesale products and any acquisitions related to the history of Warner &amp; Sons.</li> </ol> <p><b>Digital</b></p> <ol style="list-style-type: none"> <li>3. Develop and implement a digital strategy including the identification of potential partners and stakeholders for the development of access and management of the Archive Collection.</li> <li>4. Lead on the <i>Warner Textile Archive Online</i> project to catalogue and digitise the Archive Collection.</li> <li>5. To act as the intelligent IT client for the Archive.</li> </ol> <p><b>Access</b></p> <ol style="list-style-type: none"> <li>6. To enable and supervise access and use of the Archive by academics and museum professionals, whether in person or in writing.</li> <li>7. To be responsible for the care of the Archive whilst being used by commercial colleagues and clients.</li> <li>8. To contribute specialist advice to education, workshop and other visitor programmes, in agreement with the Museums Manager.</li> </ol>	

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9. To organise the display of Archive collections and related temporary exhibitions within the Archive and Braintree Museum.
10. To participate in special events such as the Braintree Textile Fair.
11. To organise and supervise the loan of the Archive Collection to other suitable galleries and museums.
12. To monitor the Intellectual Property Rights of the images and designs in the Archive Collection in all media.

### **Commercial**

13. Research and provide appropriate original or digital copies of designs from the Archive Collection to the written brief provided by commercial colleagues for either licensed, wholesale or commissioned products.
14. Maintain a computer database of commercial designs used in the Archive and ensure all entries are up-to-date and accurate. Also use the database to produce loan documents and commercial reports for clients as requested.

### **Research**

15. Develop an academic research framework for the Archive Collection and develop strong partnerships with relevant organisations.
16. Represent the Archive at appropriate Conferences, Seminars and Workshops and publish in relevant media internationally relating to the academic research framework.

### **Marketing and Publicity**

17. Provide appropriate information and images relating to the Collections for use on the website; social media; printed Archive materials and to the media to maximise awareness, participation and income generation.

### **Volunteer Management**

18. To have responsibility for the recruitment, training and monitoring of volunteers working on the Collection to ensure that they meet the required Archive standards of work.

### **Security, Maintenance, Health and Safety**

19. To act as key holder and Fire Marshall for the Warner Textile Archive building.
20. To ensure the Emergency Plan is maintained and kept up-to-date.

### **Performance**

21. To review and maintain the relevant standards and policies related to the role within the Arts Council England Accreditation Scheme.
22. Provide a monthly progress report and a quarterly performance report to the Museums Manager against the relevant performance indicators.
23. To ensure that in collaboration with colleagues the business opening hours of the Archive are met.

## **Trust Accountabilities**

- To take responsibility for maintaining own health and attendance.
- To support, contribute and comply with quality and governance procedures as directed by the Trust.
- To apply and actively promote the principles of the Trust's Equal Opportunities Policy in all

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- areas of employment and service delivery.
- Any other associated duties detailed by the Museums Manager or his representative.
  - To advise the Museums Manager if, at any time, the above duties and responsibilities cannot be performed.
  - Any other duties as required to support the business including maintaining business continuity.
  - To apply and actively promote the principles of the Trust's Safeguarding Policy in all areas of employment and service delivery.

### **Skills, Knowledge and Experience**

(Tested at application and interview stage)

- #### **Experience and Qualifications**
- Essential
- An honours degree in history, textiles, conservation or a related subject with
  - A postgraduate degree in Museum Studies, textiles or a related subject recognised by the Archives and Records Association (ARA) or alternatively Associateship of the Museums Association (AMA)
  - Minimum of two years' experience of collections and record management; digitisation; academic and commercial access and research of textiles or a related archive or museum collection.
  - Experience of the management of volunteers
- Desirable
- Experience of different Museum collections databases

- #### **Skills and Knowledge**
- Essential
- Excellent research skills particularly in business archives, costume and textile collections.
  - Excellent IT skills including Microsoft Office with an established interest in applying digital technology to archival practice.
  - Attention to detail, accuracy, logical and methodical with proven administration, project management and organisational skills.
  - Ability to work as part of a team.
- Desirable
- Working knowledge of textile terminology and cataloguing conventions.
  - Full current driving licence.

### **Competencies**

- #### **Communicating Effectively**
- Demonstrate the effective use of the range of communication methods available: written, spoken, electronic, and use these methods in appropriate ways suitable to the context and situation
- present spoken communication in a polite, friendly and respectful manner seeking to ensure mutual understanding

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- listen well and seek clarification and understanding, avoiding jumping to conclusions or making assumptions
- present information and ideas in a clear and understandable way which avoids jargon
- seek to understand the communication needs of colleagues and customers, being mindful of equality issues and the diverse needs of the range of people we work with
- choose the most appropriate method of communication for the situation, seeking to avoid using one fixed style or approach

### **Performing efficiently and effectively**

Promote good performance, developing clear, structured and efficient ways of managing workload and delivering results. Staff should challenge themselves and others to perform well, and to adhere to the Trust's performance management systems

- ensure that all work carried out by you is in line with business and service plans and supports the overall aims and ambition of the Trust
- plan your workload effectively, reporting achievements, and problems to your Manager
- see tasks and objectives through to completion
- approach challenges with drive and enthusiasm
- strive for continuous improvement in your work and manage your learning and development to enable you to perform to the best of your ability

### **Using and managing resources efficiently and effectively**

Demonstrate the effective and efficient use of the full range of resources used in and by the Trust including time, finances, staffing, equipment, information, materials and buildings.

- take responsibility for managing your time, seeking efficient ways to carry out your work, maximising your output and minimising wastage
- use and acquire materials effectively and efficiently minimising wastage, recycling where possible, and striving for cost effectiveness
- seek out ways to improve the use of resources

### **Engaging with the customer**

Understand the needs and requirements of their customers, to provide excellent customer service, and to involve customers in the improvement of services

- provide a helpful and friendly service to customers both internally and externally
- take responsibility for following up on enquiries and solving customer issues
- make efforts to fully understand the customer's needs and avoid assuming that "we know best"
- ensure that you have a full understanding of the needs and requirements of the customer
- seek feedback from internal and external customers on the effectiveness and efficiency of the service you provide

### **Working well together**

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Actively foster good working relationships with colleagues and customers in order to collectively achieve the Trust's direction and ambition

- co-operate and work well with all colleagues seeking collective responsibility for the achievement of goals
- demonstrate consideration, and respect for other's feelings and opinions and avoid judging and making assumptions
- maintain positive working relationships with external contacts in order to maintain the reputation of the Trust
- seek to actively solve problems and avoid passing the issue on to others or leaving the problem unresolved
- demonstrate self-awareness of your style of working and develop flexibility and adaptability in order to work well with others

### Conditions

#### Working hours

Flexible working to meet the needs of the Trust including evening and weekend working on a time off in lieu basis.

#### Working conditions

The role will require working at height with mobile shelving and manual handling of oversize textile boxes.