

Job Profile	
<b>Job Title</b>	Archivist
<b>Location</b>	Warner Textile Archive, Silks Way, Braintree, CM7 3GB Braintree Museum, Manor Street, Braintree, CM7 3HW
<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>	Collections & Exhibitions Curator, interns, freelancers and volunteers
<b>Job Purpose</b>	<ol style="list-style-type: none"> <li>1. Deliver the <i>Braintree Digital Textile Heritage Project</i> to catalogue and digitise textiles and associated objects within the Archive &amp; Museum Collections.</li> <li>2. To be responsible for the day-to-day care, interpretation and specialist access to the Archive Collection.</li> <li>3. To develop and implement a research framework for the Archive Collection to inform public programmes and interpretation.</li> </ol>
Principal Accountabilities	
<p><b>Collections &amp; records management</b></p> <ol style="list-style-type: none"> <li>1. Ensure the Trust's Collections Development Policies, Plans and Manuals are implemented to Arts Council England Accreditation Standard including to the latest version of SPECTRUM.</li> <li>2. To develop and maintain a digital cataloguing system, including the digital images and associated information for all collections and commercial use.</li> </ol> <p><b>Digital</b></p> <ol style="list-style-type: none"> <li>3. Lead on the <i>Braintree Digital Textile Heritage Project</i> to catalogue and digitise the textile and associated objects and information within the Archive and Museum Collections.</li> <li>4. Identify and develop partnerships to enable the development of digital access and management of the Archive and Museum Collections.</li> <li>5. To act as the intelligent IT client for the Trust, leading on the development of digital services.</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, commercial clients and the public, whether in person or in writing.</li> <li>7. To contribute specialist advice to education, workshop and other visitor programmes, in agreement with the Museums Manager.</li> <li>8. To organise the display of Archive collections and work with the Collections &amp; Exhibitions Curator on related temporary exhibitions within the Archive and Braintree Museum.</li> <li>9. To participate in special events such as the Braintree Textile Fair.</li> </ol>	

10. To monitor the Intellectual Property Rights of the images and designs in the Archive Collection in all media.

## **Research**

11. Develop an academic research framework for the Archive Collection and develop strong partnerships with relevant organisations.

12. Represent the Archive at appropriate Conferences, Seminars and Workshops and publish in the relevant media relating to the academic research framework.

## **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.

## **Marketing and Publicity**

15. 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.

## **Staff & Volunteer Management**

16. To line manage the Collections & Exhibitions Curator.

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

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

18. To act as key holder and Fire Marshall for the Archive and Museum buildings.

19. To ensure the Emergency Plans are maintained and kept up-to-date.

## **Income Generation**

20. To have responsibility for the Museum Trust collections income and expenditure budget and to raise related external funding.

## **Performance**

21. To annually review the Archive's Collections Development Policies, Plans and Manual.

22. To ensure all performance targets established in the Braintree District Museum Trust Business Plan are achieved.

23. Provide a monthly progress report and a quarterly performance report to the Museums Manager against the relevant performance indicators.

24. To ensure that in collaboration with colleagues the business opening hours of the Archive and Museum 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.

<ul style="list-style-type: none"> <li>• To apply and actively promote the principles of the Trust's Equal Opportunities Policy in all areas of employment and service delivery.</li> <li>• Any other associated duties detailed by the Museums Manager or his representative.</li> <li>• Any other duties as required to support the business including maintaining business continuity.</li> <li>• To apply and actively promote the principles of the Trust's Safeguarding Policy in all areas of employment and service delivery.</li> <li>• To advise the Museums Manager if, at any time, the above duties and responsibilities cannot be performed.</li> </ul>
<p><b>Skills, Knowledge and Experience</b> (Tested at application and interview stage)</p>
<p><b>Experience and Qualifications</b></p> <p>Essential</p> <ul style="list-style-type: none"> <li>• An honours degree in history, textiles or a related subject</li> <li>• A postgraduate degree in Museum Studies or a related subject recognised by the Archives and Records Association (ARA) or alternatively Associateship of the Museums Association (AMA)</li> <li>• 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.</li> <li>• Experience of the management of volunteers</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience of different Museum collections databases including MODES Complete and Systems Simulation CollectionsIndex+</li> <li>• Experience of a business archive</li> </ul>
<p><b>Skills and Knowledge</b></p> <p>Essential</p> <ul style="list-style-type: none"> <li>• Excellent IT skills including Microsoft Office with an established interest in applying digital technology to archival practice.</li> <li>• Attention to detail, accuracy, logical and methodical with proven administration, project management and organisational skills.</li> <li>• Excellent research skills particularly in business archives, costume and textile collections.</li> <li>• Ability to work as part of a team.</li> <li>• Knowledge of intellectual property rights</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Working knowledge of textile terminology and cataloguing conventions.</li> <li>• Full current driving licence.</li> </ul>
<p><b>Conditions</b></p>
<p><b>Working hours</b> Flexible working to meet the needs of the Trust including evening and weekend working on a time off in lieu basis.</p> <p><b>Working conditions</b> The role will require working at height with mobile shelving and manual handling of oversize textile boxes.</p>