Archivist, Librarian and Curator

Recruitment pack | September 2020
Dear Applicant,

Thank you for your interest in this position. Enclosed is the information you require to assist you in applying for this role.

To apply please:

- Provide an up-to-date CV which shows your full career history with any breaks explained – this should be no longer than three pages;
- Write a supporting letter explaining how you are a suitable candidate for this post and how you fulfil the role profile and person specification – this should be a maximum of two pages;
- Indicate if you cannot attend during the week scheduled for interviews.

Please ensure your full name is on all documents and saved as either:
Name/CV
Name/supporting statement

Applications should be e-mailed to recruitment@thebritishacademy.ac.uk

Applications must be received by 5pm Monday 21 September 2020.

Please contact Giuseppe Scannapieco, HR Officer, if you have any questions or queries at giuseppe@thebritishacademy.ac.uk

We look forward to hearing from you.

Yours sincerely,

Liz Hutchinson

Director of Communications
The British Academy
Welcome to the British Academy

The British Academy is the UK’s national body for the humanities and social sciences. Our purpose is to deepen understanding of people, societies and cultures, enabling everyone to learn, progress and prosper.

We have three principal roles:

A Fellowship of distinguished scholars from all areas of the humanities and social sciences, elected by their peers, that facilitates the exchange of knowledge and ideas and promotes the work of our subjects.

A Funding Body that supports the best ideas, individuals and intellectual resources in the humanities and social sciences, nationally and internationally.

A Forum for debate and engagement that stimulates public interest and deepens understanding, that enhances global leadership and policy making, and that acts as a voice for the humanities and social science.

Our Strategic Plan which runs to 2022 has five main objectives:

- To speak up for the humanities and social sciences;
- To invest in the very best researchers and research;
- To inform and enrich debate around society’s greatest questions;
- To ensure sustained international engagement and collaboration; and
- To make the most of our assets to secure the Academy for the future.
The Academy’s collections

The British Academy was established by Royal Charter in 1902. It has a collection of archives dating from this period to the present, predominantly located off-site. Some of these have been catalogued, some have yet to be. Records generated by the Academy’s continuing activities (for example, relating to the award of research grants) are held in line with retention policies. These records are now largely digital.

The Academy has a collection of 13,000 books on subjects across the Humanities and Social Sciences, written both by Fellows of the British Academy and by Academy-supported researchers (approximately a 50:50 split). Many of these books are shelved in a Library and a Reading Room in the Academy’s premises at 10-11 Carlton House Terrace. Others have been shelved in other rooms in the building, which are now being refurbished, and decisions need to be taken about their future location.

Since moving into its Carlton House Terrace premises in 1998, the Academy has built up a collection of artworks (paintings, drawings, prints, photographs, textiles, sculpture and ceramics) to adorn its spaces – some pieces owned, some on loan. The collection aims to complement the historic character of the building, illustrate the history of the Academy, and create an attractive venue.

The Role

The role of the Archivist, Librarian and Curator is to oversee and take responsibility for preserving, cataloguing and promoting the Academy’s collections of archives, books and art works.

The role will have the archives as a particular focus – cataloguing existing content, accessioning new content, and responding to internal and external requests. There is a need to develop policies and processes in respect of born-digital records. Understanding and experience of archiving practices are essential.

The role will involve the accessioning of books received from Fellows of the British Academy and from Academy-supported researchers, and maintaining the online catalogue. A policy needs to be developed in respect of the location of the Academy’s books, with the possibility that some may need to be located off-site.

The role will involve the care, cataloguing and development of the Academy’s art collection. This will involve liaison with the Academy’s Art Committee, in particular its Chair, in developing a policy for the collection and making acquisitions, whether through loans or a small budget.

The post formally reports to the Head of Publishing, who has worked at the Academy for over 30 years, and whose areas of interest include the history of the Academy and its Fellowship. A history of the British Academy is planned, and the post-holder will play a key role in supporting that.
# Job Description

**JOB TITLE:** Archivist, Librarian and Curator  

**LOCATION:** The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH  

**REPORTS TO:** Head of Publishing  

**STAFF SUPERVISED:** N/A  

## Purpose of the role

**OVERALL OBJECTIVE:** To oversee and take responsibility for preserving, cataloguing and promoting the Academy’s collections of archives, books and artefacts.

## MAIN DUTIES: Archives

- Work with relevant Fellows and staff to develop a strategy for the archives and then to operationalise this.
- Manage the location of the archives, both on- and off-site.
- Maintain and continue to develop the catalogue.
- Maintain the Academy’s archives in line with data management and GDPR policies.
- Acquire (typically by transfer within the Academy), accession and catalogue appropriate new archival material.
- Work with colleagues to ensure records are kept according to agreed retention schedules.
- Develop a procedure for the accessioning, appraisal and long-term preservation of born-digital records.
- Promote good records management across the Academy.
- Promote the use of the archives, answer enquiries from Academy staff and external researchers, and retrieve, produce and supervise the use of documents as needed.
- Contribute to the telling of the Academy’s story by advising on and drawing on the content in the archives.
Library

- Work with relevant Fellows and staff to develop a strategy for the library and then to operationalise this.
- Manage the location of the Academy’s books, both on-site and off-site.
- Maintain the online catalogue.
- Monitor usage of the library and provide a high quality and professional service for those who use it.
- Promote the library internally and externally.
- Contribute to the telling of the Academy’s story by producing displays of the Academy’s books for both internal and external audiences.
- Manage an annual budget, and report annually to an advisory committee.

Art collection

- Work with relevant Fellows and staff to develop a strategy for the art collection and then to operationalise this.
- Oversee the Academy’s collection of art, and monitor the condition of items.
- Support and co-ordinate the work of the Art Committee, liaising effectively with the Chair.
- Support the Art Committee in the development of the Academy’s art policy and acquisitions.
- Maintain a catalogue of the collection, including records relating to items on loan from other institutions.
- Promote and assist access to the collection internally and externally, including support of public events and exhibitions.
- Produce material relating to the collections including booklets, webpages, labels.
- Liaise with external specialists, including artists, art handlers, insurers and lending institutions.
- Contribute to the telling of the Academy’s story through visual projects throughout the building, in collaboration with Communications colleagues.
- Manage an annual budget.
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<th>Other</th>
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<td>o Undertake other tasks and responsibilities as may reasonably be requested, including working across teams.</td>
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Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate experience in relation to the essential criteria.**

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<th>POST:</th>
<th>Archivist, Librarian and Curator</th>
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<tr>
<td>DIRECTORATE:</td>
<td>Communications</td>
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<td><strong>Requirements</strong></td>
<td><strong>Essential</strong></td>
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<td><strong>Experience, Knowledge &amp; Qualifications</strong></td>
<td><strong>Desirable</strong></td>
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<td></td>
<td>○ A diploma or postgraduate qualification in Archives and Records Management or equivalent</td>
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<td>○ Experience of cataloguing to recognised archival standards and of other archiving practices in line with the responsibilities described above</td>
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<td>○ Some experience of library and curatorial practices</td>
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<td>○ Experience of working directly with stakeholders at all levels and members of the public</td>
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<td>○ Some knowledge of developing digital catalogues and creating digital collections</td>
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<td>○ Familiarity with issues around archiving and data management, especially GDPR</td>
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<td>○ Some knowledge and understanding of the Higher Education and research environment</td>
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<td>○ An interest in modern art and some understanding of the practicalities of overseeing an art collection</td>
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<td><strong>Skills</strong></td>
<td>○ Excellent interpersonal skills, able to communicate effectively with people at all levels and work across team boundaries</td>
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<td>○ Public speaking and presentational skills, with an ability to share a passion for the Academy and its art internally and externally</td>
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<td>○ Excellent planning, organisational and administrative skills</td>
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<td>○ High level of proficiency in core office computer skills</td>
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<td>○ Good listening skills and a willingness to develop</td>
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<td>○ Ability to work on own initiative</td>
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<td>Personal style and Behaviours</td>
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<td>o Personal commitment to the values, vision and objectives of the organisation</td>
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<td>o A team player who works collaboratively and communicates effectively with colleagues</td>
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<td>o Manages time and resources effectively</td>
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<td>o Confident and able to speak to the collections and the building with enthusiasm and knowledge</td>
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<td>o Demonstrates a pro-active, can-do attitude and takes ownership of tasks where appropriate</td>
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<td>o Comfortable working autonomously</td>
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<td>o Handles difficult situations calmly, with sensitivity and respect</td>
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<td>o Demonstrates commitment to high-quality service and efficiency in all aspects of the organisation's operations</td>
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<td>o Demonstrates commitment to equality and diversity</td>
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<td>o Ability to handle a physically demanding role, which will involve an element of lifting and carrying</td>
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Terms and Conditions of Employment

Please note that these terms and conditions are for information purposes only.

Position
Archivist, Librarian and Curator

Location
10-11 Carlton House Terrace
London
SW1Y 5AH

Remuneration
£31,350 per annum

Hours of work
35 hours per week – Monday to Friday

Annual Leave
34 days plus bank holidays

Our benefits package includes:

- a subsidised canteen
- a defined benefit pension scheme
- interest-free season ticket loans
- a stunning, Grade I listed building
- 34 days of annual leave, not including bank holidays
- enhanced employee policies
- flexible working and core hours policies
- annual pay awards
- social activities
Key Dates

**Closing date for completed applications**
5pm, Monday 21 September 2020

**Shortlisted candidates to be informed**
by Friday 25 September 2020

**Interviews to take place**
Week commencing Monday 28 September 2020