

## **JOB DESCRIPTION**

- JOB TITLE:** Archivist
- REPORTING TO:** Museum Curator
- DIRECT REPORTS:** Collections Volunteers
- SALARY:** £20000 pro rata (2 days per week)
- LOCATION:** The Black Watch Castle and Museum
- CLOSING DATE:** 5<sup>th</sup> July 2017

## **PURPOSE OF JOB**

The Black Watch Castle and Museum is a 5 star visitor attraction and home to a large and 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 an Archivist to join our vibrant team and help us share the story of The Black Watch.

Archive duties will include sorting and accessioning records, answering enquiries from and offering tours to the public and preparing internal exhibitions with the museum curator.

Please send any questions as well as your Curriculum Vitae and Cover Letter to [curator@theblackwatch.co.uk](mailto:curator@theblackwatch.co.uk)

## **MAIN DUTIES AND RESPONSIBILITIES**

- a. To document, care for, exhibit and nurture the archive collections in line with museum policies, procedures and recommended standards, ensuring that it is accessible to the public and researchers, ensuring that learning is given due priority.
- b. Maximise the visitor experience at The Black Watch Castle and Museum through regular tours and talks to increase the footfall in line with visitor and revenue targets

Specifically, the Archivist is to:

- Manage the documentation, storage, care and preservation of the archived collections including:
  - Inventory of collections, reconciliation of data onto the database and maintain the database.
  - Collections entry and movement
  - Manage storage areas
  - Preservation of archive material
- Supporting the museum manager with project applications, fundraising and collections development plans
- Oversee the research of archive collections
- Increase revenue gained with enquiries from the public
- Assist with exhibitions and display
- Supervise volunteers

### **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 and appropriate to their level of seniority 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.**

I acknowledge the receipt of the above job description:

Name: ..... Signature: ..... Date: .....

**PERSON SPECIFICATION:**

<p><b>Knowledge / Skills</b></p> <ul style="list-style-type: none"> <li>• IT skills for word processing, email and using the collections database</li> </ul>
<p><b>Essential Experience / Qualifications / Training</b></p> <ul style="list-style-type: none"> <li>• Educated to a degree level</li> <li>• Have an archives postgraduate qualification or relevant experience</li> <li>• Experience of managing: <ul style="list-style-type: none"> <li>○ Archive collections</li> <li>○ Public enquiries</li> <li>○ Volunteers</li> <li>○ Grants and fundraising</li> </ul> </li> <li>• Experience of working with a range of stakeholders, both internal and external.</li> </ul>
<p><b>Desirable Experience / Qualifications / Training</b></p> <ul style="list-style-type: none"> <li>• Understanding of audience development within the sector</li> <li>• Knowledge of the heritage sector</li> <li>• Interest in and appreciation of military history</li> </ul>
<p><b>Personal Qualities / Attributes</b></p> <ul style="list-style-type: none"> <li>• Be inquisitive and willing to acquire new knowledge</li> <li>• Ability to prioritise and work to deadlines</li> <li>• Have excellent communication skills Be reliable, organised, tidy and methodical</li> <li>• Be flexible in dealing with a variety of tasks</li> <li>• Enjoy working as part of a busy team</li> <li>• Have enthusiasm for providing a good quality service to visitors of all ages</li> <li>• A desire to work in an ever-changing, developing environment</li> </ul>

**Work Related Circumstances**

- The job can involve considerable standing, lifting, bending and stretching
- Must be flexible with working hours
- Must be willing to undertake relevant training
- Occasional weekend and evening work