

JOB DESCRIPTION	Full Time Project Archivist
JOB TITLE:	Fixed term (two year)
REPORTING TO:	Curator
DIRECT REPORTS:	None
LOCATION:	The Black Watch Castle and Museum
SALARY:	from £21,000 depending on experience

Please send a Cover Letter and CV to Richard Hunter: richard@theblackwatch.co.uk

PURPOSE OF JOB

The Black Watch Castle and Museum is a 5-star 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 archival items in our collection covering the period c.1745 – 2006. The archive requires appraisal, sorting and cataloguing. We are currently seeking a Project Archivist to join our vibrant team to undertake this important project.

This post has flexible hours depending on availability of post holder.

MAIN DUTIES AND RESPONSIBILITIES

- Assess the collections as a whole
- Reconcile material into archival collections
- Identify packaging and preservation needs
- Maintain a strict locations database
- Create a fonds level catalogue for any identified collections
- Identify collections to be catalogued as a priority

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 and word processing and email. • An understanding of archival catalogues
<p>Essential experience / qualifications / training</p> <ul style="list-style-type: none"> • Educated to a degree level • Have an archives postgraduate qualification or relevant experience • Experience of assessing archival collections and identifying catalogues
<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