

# High Peak Community Arts - Job Description: Freelance Archivist (self-employed)

## **Purpose of this role:**

The purpose of this role is to lead a project to arrange and catalogue the archive of High Peak Community Arts as part of its Forty Years On project.

The role will be based at High Lee Hall in New Mills and at Derbyshire Record Office in Matlock.

There will be a fee of £12,600, based on the equivalent to six months full time work, to be worked flexibly/ part time over duration of the project (October 2019- end of October 2020). This is a fixed-term freelance role: the successful applicant will not be an employee of HPCA, and will be responsible for paying their own tax/ National Insurance.

This role is funded by the National Lottery Heritage Fund.

## **Key relationships:**

The role is accountable to the core staff team/trustees, with day to day management by the Forty Years On Project Manager.

The role will liaise with the Core Staff Team, which comprises:

2 x Creative Programme Managers, (1 each for “Arts, Health and Well-being” and “Youth Arts”), each at 28hrs / week

1 x Finance / Administration Manager at 14 hrs /week (additionally Project Manager of the Forty Years On project).

The Team works collectively and is responsible for preparing strategy for approval by the Board of Trustees, and for its subsequent implementation.

The archivist will liaise with staff at the Derbyshire Record Office, particularly the Collections Archivist on cataloguing issues, and Senior Conservator on preservation and conservation issues. They will also liaise with key project stakeholders, including HPCA’s trustees and volunteers.

## **Key responsibilities include:**

Leading an initial sifting of archive material at High Lee Hall with staff, trustees and volunteers.

Liaising with the Forty Years On (FYO) project manager to transport the collection to Derbyshire Record Office.

Arranging / organising and cataloguing the archive of High Peak Community Arts onto the Derbyshire Record Office's cataloguing system, CALM, in accordance with ISAD(G) and other appropriate standards.

Creating an online digital archive of selected materials for HPCA's website, and sending a catalogued selection of digital material to Media Archive for Central England (MACE).

Working with the freelance artists on the FYO to identify material for the book and film.

Liaising with the FYO team to plan and lead training workshops at the DRO with groups of staff, trustees, volunteers and artists.

Working with the conservation team to ensure that the archive is stored and packaged appropriately.

### **General Responsibilities:**

#### **Equality and Diversity**

Actively supporting HPCA's Equal Opportunities and Safeguarding policies and procedures.

#### **Health and Safety**

Ensuring own compliance with HPCA's Health & Safety policy/procedures and that of any resources you have responsibility for.

#### **Risk Management**

Identifying opportunities and risks associated with the project and escalating/reporting to management.

# PERSON PROFILE

**Job Title:** Freelance Archivist

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Experience</b>	<p>Working in an archive service, either paid or unpaid.</p> <p>Providing good quality customer service.</p> <p>Supervising volunteers.</p> <p>Cataloguing, selecting and appraising archives to professional standards.</p> <p>Delivering learning and outreach, such as talks, workshops and exhibitions to different audiences.</p>	<p>Line management of support staff.</p> <p>Working in an academic environment, or with academics.</p> <p>Experience of working in/ with voluntary sector organisations.</p> <p>Engaging with socially excluded people or communities.</p>	<p>Application</p> <p>Reference</p> <p>Probing at interview.</p>
<b>Skills and knowledge</b>	<p>Principles of archival selection, appraisal, arrangement and cataloguing to ISAD(G).</p> <p>Understanding of preservation requirements of archives.</p> <p>Fluent with IT systems, particularly Microsoft Office software, including MS Access.</p>	<p>Familiarity with CALM.</p> <p>Good knowledge of how records can be used for academic and personal research.</p>	<p>Application</p> <p>Probing at interview.</p>

	<p>Good understanding of access legislation relating to archives, and able to apply this knowledge to determine access restrictions.</p> <p>Able to drive or travel flexibly to the locations of the project.</p>		
<b>Personal Effectiveness</b>	<p>Able to use the principles of good project management to plan and manage workload to achieve deadlines.</p> <p>Able to effectively train, supervise and motivate a team.</p> <p>Able to work co-operatively with other members of the team at all levels.</p> <p>Able to communicate effectively with internal and external stakeholders</p>		<p>Application</p> <p>Probing at interview.</p>
<b>Qualifications</b>		<p>Educated to degree level.</p> <p>Post-graduate diploma in Archive Administration.</p>	<p>Application and documents.</p>

**To apply:**

Send a CV and covering letter, detailing how you fit the criteria in the Personal Profile, to [susie@highpeakarts.org](mailto:susie@highpeakarts.org)

Closing date for applications: midnight on Monday 9<sup>th</sup> September.

Interviews to be held at our office in New Mills on Wednesday 18<sup>th</sup> September.