Project Archivist (Wildfilm History)

1 JOB DESCRIPTION

Faculty / School or Division: Library Services
Faculty/School or Division Address: Arts and Social Sciences Library, Tyndall Avenue, Bristol, BS8 1TJ

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<tr>
<th>Job Family:</th>
<th>Professional &amp; Administrative Services</th>
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<td>Grade:</td>
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<td>Salary range:</td>
<td>£29,515 per annum (with annual increment)</td>
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<tr>
<td>Hours of work:</td>
<td>35 per week</td>
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<td>Contract type:</td>
<td>2 years fixed term</td>
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<td>Work pattern:</td>
<td>Full time</td>
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<td>Vacancy Reference Number:</td>
<td>SUPP105173</td>
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1.1 Main Job Purpose

The Wildfilm History Project Archivist will be responsible for creating a detailed catalogue (through a mixture of documentation and research) of an important mixed media collection of wildfilm history materials (photographs, films and papers in a wide variety of formats) which document the changing cultural context of wildlife film making and how it has shaped our historical, social and cultural understanding of the natural world.

This post holder will work as part of the Special Collections team to develop the Archive to appropriate professional standards and make it accessible for academic users within the University and for wider academic and public audiences. The Archivist will also work alongside an audiovisual digitisation officer and a wildfilm expert who has extensive knowledge of the area and materials.

The post-holder will ensure that due diligence processes are followed to establish rights holders and that these are properly documented and that the archive complies with other legal obligations such as DPA, FoI and GDPR.

1.2 Main Statement of Responsibilities

Analysis, Reporting and Documentation

- Responsible for the collection, series, file and item level cataloguing of the Wildfilm History Archive to recognised standards e.g ISAD (G). Will carry out preservation and preventative conservation work, including reformatting and repackaging into archival quality enclosures, alongside the cataloguing work. More specialist conservation work may be undertaken by a conservation consultant.
- Provide statistical and activity reports relating to the Wildfilm History Archive.

Customer Services & Support
• Answering internal and external enquiries and supervising researchers using the Archives, referring more complex queries to the Archivist and Special Collections Manager.
• Provide advice to peers and customers regarding the Wildfilm History Archive.

Planning & Organising
• Plan own work on a daily basis with regular updates to line manager(s) to ensure project runs as per project plan and timetable.
• Working with the Head of Research Support and the Archivist and Special Collections Manager on a 2 year project plan to prioritise and deal with the Wildfilm Archive.

Liaison
• Provide professional advice to University staff, researchers, scholars and members of the public concerning all aspects of the Wildfilm History Archive.
• Liaise closely with the audiovisual digitisation officer to ensure timely production of digital surrogates for cataloguing

Decision Making
• Responsible for the appraisal and weeding of the archive in accordance with approved methods and documentation standards and in close consultation with Special Collections staff
• Select appropriate material for digitisation in collaboration with the wildfilm expert, Digital Archivist, and other Special Collections staff

Problem Solving
• Evaluate and analyse information, use initiative and creativity to solve non-standard problems.
• Collaborate with colleagues to solve problems outside own area

Continuous Improvement
• Develop and manage projects that contribute to improving service delivery
• Engage with developments in archives including liaison with relevant national and international digital preservation and archivist organisations, participation in discussion lists, attending courses and conferences.
• Actively manage and develop within the University’s Professional Behaviours model.

People Management
• May be requested to lead a team of student interns and/or volunteers if required

1.3 Relationships

Line manager: Archivist and Special Collections Manager with additional work assignment and guidance provided by the Head of Research Support

Line manager to (where appropriate): Student Interns and/or Volunteers, where appropriate
1.5 Job Hazards/Safety Critical Duties (Pre-employment health screening)

- A willingness to fetch and carry heavy files and other material, including offsite working

2  PERSON SPECIFICATION

2.1  Relevant Experience, Skills and Knowledge

Essential

- Proven experience of archives administration
- Excellent IT skills and competence in online archival cataloguing standards e.g ISAD (G)
- Demonstrable knowledge and experience of dealing with rights management issues
- Good understanding of FOI, GDPR and the DPA 2018
- Experience of working with born digital and digitised materials
- Experience of working with mixed media archives
- Knowledge of/previous use of Calm software or similar
- Knowledge of preservation issues

Desirable

- Knowledge of wildlife and/or film making
- Knowledge of digital preservation
2.2 Relevant Qualifications

**Essential**
- A good honours degree
- Qualification in Archives Administration

2.3 Communication and Interpersonal Skills

**Essential**
- Demonstrated ability to work with researchers, donors, alumni, and other constituencies
- Excellent communication skills and an understanding of communication approaches, including ability to tailor messages to suit technical and lay audiences
- Demonstrated ability to work individually and collaboratively in a team environment.
- Demonstrable experience of working effectively to demanding deadlines, prioritising own workload with minimal supervision to deliver agreed results

**Desirable**
- Previous line management experience

2.4 Additional Criteria

**Desirable**
- Driving licence