

JOB TITLE:

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| Archivist |

PURPOSE OF THE JOB:

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| * To support the work of the Archives Committee * To provide support and advice to the Chair of the Archives Committee * To manage the collections of the British Psychoanalytical Society |

DUTIES & RESPONSIBILITIES:

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| * To run the archives' enquiry service, handling requests received by telephone, e-mail and post and supervising research visitors * To manage access to the collections, in conjunction with the Honorary Archivist * To catalogue records of the British Psychoanalytical Society/Institute of Psychoanalysis and deposited collections of personal papers * To establish and develop contact with other archives in London and beyond in order to help and promote research and education * To maintain and develop the accessions register * To revise and develop archive policies on acquisitions, access etc * To monitor and assess the preservation needs of collections and repackage archival material as appropriate * To maintain the archives' web pages and online catalogues * To promote the archives collections by preparing exhibitions, leaflets etc and participating in occasional outreach work * To recruit and manage occasional volunteers * To order archival supplies as needed and to liaise with the Institute's finance department regarding budgets, income etc.., * Other reasonable duties in keeping with this position * Share in general office activities including reception/telephone cover * Provide cover as required for absent staff (sickness / holiday) |

REPORTING TO:

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| * Institute Manager |

WORKING HOURS:

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| * Part-time 3 days a week |

HOLIDAY ENTITLEMENT

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| * 25 days pro rata |

SALARY

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| * Circa £26,000 - £28,000 pro rata. |

**PERSON SPECIFICATION**

KNOWLEDGE & EXPERIENCE:

Essential:

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| * Experience of working in an archives environment (minimum 2 years) * Experience of handling archives enquiries and supervising researchers * Experience of cataloguing institutional records and personal papers * Knowledge of international archive cataloguing standards, including ISAD(G) * Knowledge of archives conservation issues * Knowledge of copyright and data protection legislation relevant to archives * Strong IT skills * Strong oral and written communication skills * Strong organisational and time management skills * Ability to work independently with minimal supervision |

Desirable:

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| * Experience of a membership organisation * Experience of managing archives volunteers * Knowledge of German language |

SKILLS/ ATTRIBUTES:

Essential:

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| * Strong IT skills * Strong oral and written communication skills * Strong organisational and time management skills * Ability to work independently with minimal supervision * Ability to plan ahead and anticipate problems * Ability to relate to and deal sympathetically with the membership and public * Able to solve problems creatively * Ability to work within a team and contribute to the overall effort * Positive and willing attitude to dealing with work problems |

Desirable:

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| * Understanding of working within a membership framework * Knowledge of psychoanalytic concepts |

EDUCATION:

Essential:

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| * A Postgraduate qualification in archives studies |