

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
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 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)
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REPORTING TO:

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| * Institute Manager
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WORKING HOURS:

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| * Part-time 3 days a week
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HOLIDAY ENTITLEMENT

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| * 25 days pro rata
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SALARY

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

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

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

Essential:

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| * A Postgraduate qualification in archives studies
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