



## **Projects Archivist**

**The Honourable Society of the Middle Temple – City of London**

**Full Time - Permanent Contract**

**£29,000 - 30,000 per annum plus excellent benefits**

### *The Inn*

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and resources. One of these is Middle Temple's Archive which contains records from 1501 to the present in a variety of formats including volumes, loose papers, plans and maps, illustrations, photographs, cine film and electronic records.

### *The role*

We are looking for a Projects Archivist to assist with cataloguing and projects relating to the Inn's archive and historic collections.

### *Requirements*

The successful candidate will have:

- A good honours degree and a post-graduate qualification in archives
- Experience of archival cataloguing using collections management software such as Calm
- Familiarity with post-1500 palaeography
- Sound knowledge of English history
- Excellent interpersonal, written and verbal communication skills

For further details on the requirements of and for the role please see the attached job description.

### *How to apply*

To apply, please send a covering letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural career step for you, to Erin Markcoons at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).

The closing date for receipt of applications is **Sunday 8<sup>th</sup> September 2019**, with interviews planned for mid-September.

Middle Temple is an Equal Opportunities employer.

## **Job Description**

**Job Title:** Projects Archivist

**Department:** Archive

**Responsible for:** No direct reports

**Job Purpose:** To support the arrangement, cataloguing and promoting of the Inn's archival material, and to develop and improve the wider understanding, communication and profile of the Inn's historic collections.

## **Responsibilities:**

1. To undertake the cataloguing and listing of archival material, to include arrangement, description and compliance with national and international standards.
2. To improve existing catalogue entries, expanding descriptions and rationalising arrangements.
3. To support the management of the archive's cataloguing backlog.
4. To undertake projects associated with the administration and interpretation of the Inn's rich historic collections, including silver, paintings and heraldic material.
5. Where necessary, to be involved with future archive and historic collections projects and initiatives, and to provide operational support for the day-to-day work of the archive.
6. To retrieve and store records as required, sometimes using ladders and carrying heavy loads. (Training in working at heights and manual handling will be provided.)

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Good honours degree</p> <p>Post-graduate qualification in archives</p>	
<b>Background /Experience</b>	<p>Experience of using archival cataloguing software such as Calm</p> <p>Sound knowledge of English history</p> <p>Familiarity with post-1500 paleography</p>	<p>Experience of working for a heritage/historical organisation</p> <p>Experience of working with senior stakeholders</p>
<b>Skills</b>	<p>Excellent written and verbal communication skills</p> <p>Strong analytical and conceptual skills with an ability to develop well-thought-out and imaginative solutions to complex problems</p> <p>Demonstrable IT proficiency, particularly with the Microsoft Office Suite (including MS Publisher), and the ability to adapt swiftly to new systems and software</p> <p>The ability to collect, marshal, interpret and synthesise information from diverse sources</p> <p>Familiarity with post-1500 palaeography</p> <p>Knowledge of archival cataloguing standards including ISAD(G)</p> <p>Conversance with basic preservation practices and standards</p>	<p>Basic knowledge of Latin</p> <p>Experience of working at heights and Manual handling</p>
<b>Personal Qualities</b>	<p>A positive, engaged, proactive and flexible approach</p> <p>A good team player who is adaptable, helpful and willing to support and collaborate with colleagues in the Archive and in other departments of the Inn</p> <p>Professionalism, courtesy and a commitment to excellent presentation</p> <p>An ability to work independently on one's own initiative</p>	



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**MIDDLE TEMPLE**

	<p>A readiness to reflect, learn and improve. High levels of accuracy and precision, with a meticulous attention to detail and commitment to high standards</p> <p>Highly organised, with an ability to plan and manage workload and meet project deadlines</p>	
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