



Assistant Archivist

The Honourable Society of the Middle Temple – City of London

Permanent

£28-30k 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 now looking for an experienced and self-motivated Assistant Archivist to assist the Archivist with accession, cataloguing and managing archival records and making information available, primarily for the Inn and its officers, but also where appropriate to external researchers and academics.

Requirements

The successful candidate will have:

- An honours degree in a relevant subject and a post-graduate qualification in Archives and Records Management. They will have a minimum of 3-5 years relevant post-qualification experience
- Extensive experience of using CALM archival database
- 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.

Benefits

Excellent benefits include a generous pension scheme, private medical and life cover as well as a generous leave allowance.

How to apply

If you wish to apply please send your CV and a covering letter explaining why you wish to work for Middle Temple and in this role in particular to recruitment@middletemple.org.uk. The closing date for applications is **5 February 2015**.

Middle Temple is an Equal Opportunities employer.



JOB DESCRIPTION

Job Title:	Assistant Archivist
Department:	Archive
Reporting to:	Archivist
Responsible for:	No direct reports
Location:	Archive Department, London EC4Y 9BT
Tenure:	Permanent
Hours:	40 hours a week
Job Purpose:	To accession, catalogue and manage archival records and to make information available, primarily for the Inn and its officers, but also where appropriate to external researchers and academics.

About the Middle Temple

The Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training), to practice as Barristers. It also manages a large commercial estate within the City of London from which barristers practice. Other facilities of the Inn include an Elizabethan dining hall, meeting rooms, a renowned legal library, a large garden and the historic Temple Church.

The Under Treasurer is the Inn's Chief Executive Officer, with overall responsibility for the management and delivery of all the Inn's activities, who is supported by a full-time staff of 90 including a senior management team responsible for the following areas: Finance, Education, Estates, Events, Library, Archive and IT.

About the Archive Department

The Middle Temple archive consists of 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. As well as maintaining these records, the department also provides assistance to scholars in the fields of history, law and legal education, literature, music, drama, and architecture.

Responsibilities:

1. Accession, arrange, catalogue and manage archival records as they arrive in the Archive using the archive-specific database CALM.
2. Answer enquiries from within the Inn as well as external enquiries from researchers in person, or by letter, telephone or e-mail.
3. Liaise with the Inn's departments, particularly with Education regarding the transfer to the Archive of modern membership records primarily relating to Admission and Call; with Estates in relation to the Inn's historic collections and property records; with the Events and Treasury teams in relation to publications and historical information.
4. Manage the archive microfilming programme and supervise the use of the microfilm reader / scanner by researchers.
5. Manage the audio archive, to include the recordings of lectures and speeches in Hall and copy them (into digital format) to form the series of master copies and working copies according to archival standards.
6. Manage the content of the Archive section of the Inn's website and, where appropriate, make surrogate digital material available remotely online, for researchers.
7. Carry out general archival duties or special projects relating to the Archive including, but not limited to, the storage and retrieval of records, records management, office administration, scanning and copying and assistance with displays and exhibitions.
8. Undertake research relevant to Inn projects.

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications	<p>Degree in a relevant subject</p> <p>Post-graduate qualification in Archives and Record Management (a minimum of 3-5 years post-qualification experience will be required)</p>	
Background /Experience	<p>Extensive experience of using CALM archival database</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>
Skills	<p>Excellent written and verbal communication skills</p> <p>Strong interpersonal and team-working skills</p> <p>Proficient in using Word and Excel</p>	<p>Basic knowledge of Latin</p> <p>Working at heights training</p> <p>Manual handling training</p> <p>Knowledge of collection based databases (ArtFoleo)</p>
Personal Qualities	<p>Highly motivated, with a positive attitude</p> <p>An ability to work effectively with colleagues and stakeholders at all levels as well as an ability to work independently using own initiative and judgment</p> <p>Strong analytical skills with an ability to develop well thought out and imaginative solutions to complex problems</p> <p>High level of accuracy with a meticulous attention to detail</p> <p>Highly organised with an ability to plan and manage workload and meet project deadlines</p>	

Important

This job description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

I have read and agreed this job description:

NAME (PRINT):

SIGNATURE:

LINE MANAGER (PRINT):

LINE MANAGER SIGNATURE: