

Job Title: Project Archivist
Department: Preserved Collections (Library & Archives)
Division: Science

Job Description

Main Duties

Collection Surveys

- Complete collection surveys for the George Sherriff and Mary Gibby archives.

Archives Cataloguing

- Create full catalogue records for collections on the RBGE Archives Catalogue (AtoM).

Conservation

- Work with the RBGE Archivist and external conservators to identify items that require conservation, including pre- / post-digitisation conservation.
- Re-house items as required in archival materials.

Digitisation

- Identify priority items for digitisation and liaise with external suppliers to ensure the effective digitisation of those items to an agreed standard.
- Incorporate the digitised materials into the Archives Catalogue and / or Digital Asset Management (DAM) system as appropriate.

Documentation and Communication

- Develop and document standard operating procedures for the digitisation of archival materials.
- Carry out public engagement activities relating to the projects / collections.

Promotional Activities

- Assist in the promotion of the projects through various channels, including sharing material with RBGE communications team for social media, newsletters, and website updates.

Other Duties

- Participate in Library and Archives team meetings and follow up on action points as required.
- Support the delivery of the projects in other ways as required.
- Any other duties commensurate with the post.

Person Specification

Skills/Aptitude	Essential	Desirable
Organisational Skills Ability to manage multiple tasks simultaneously and prioritise effectively.	*	
Communication Skills Strong written and verbal communication skills, with the ability to interact professionally with diverse stakeholders.	*	
Attention to Detail Meticulous attention to detail in documentation and administrative tasks.	*	
Team Player Capable of working collaboratively in a team environment and providing support to project leads and participants	*	
Problem-Solving Abilities Resourceful and proactive in addressing challenges and finding solutions.	*	
Flexibility Willingness to adapt to changing priorities and work schedules as needed.	*	
Knowledge	Essential	Desirable
Familiarity with / previous use of collection management systems	*	
Familiarity with Microsoft 365 / Outlook, Microsoft Teams and Excel	*	
Previous experience of archives cataloguing		*
Professional Qualifications	Essential	Desirable
An archives qualification is desirable but equivalent knowledge and professional experience will also be considered.		*