



JOB DESCRIPTION



Job Title	Archives Project Officer (1 year 0.6FTE)
Department	Barbican & Guildhall School Archives Team
Grade	C
Location	Barbican Centre
Responsible to	Archive Curators – Creative Learning / Incubator
Responsible for	Interns & Archive Assistants

Purpose of Post

This new role, supported by the Heritage Lottery fund, will oversee a crucial phase in the development of the Barbican Guildhall Archive. The HLF Archives Project Officer will coordinate activities that secure and widen public access to key archival collections documenting the history of the Barbican and Guildhall School. The post holder will also work collaboratively with Barbican colleagues across departments to coordinate a long-term strategic plan for future management and engagement in the archive collections.

Main Duties & Responsibilities

1. To coordinate the practical assembly and organisation of the Barbican and Guildhall School archive collection, in line with key HLF project outputs and outcomes
2. To support the Archive Curators in the delivery of Learning and Exhibition projects, including coordinating use of space, working with colleagues in the Creative Learning and Arts teams on programme development and delivery and pulling together information on projects for Marketing and Communications teams to promote events and activities to the public.
3. To administrate the HLF project budget, raise purchase orders and liaise with relevant Barbican & Guildhall School finance contacts.
4. To administrate the project plan, collate project documentation and coordinate monthly archive team meetings. Authoring HLF progress reports in line with their requirements and producing relevant financial reporting on project expenditure.

5. To act as point of contact for day-to-day collections issues between key stakeholders: Barbican, Guildhall School, London Metropolitan Archives, Barbican Residents Plans Group & Barbican Library.
6. Respond to public enquiries about the archive, compiling records of requests and analysing by type and frequency, to inform a strategy for making elements of the archive materials available for public access.
7. To collect relevant information and data from other Barbican departments and partner organisations, in collaboration with Barbican Development and Archive Curators, to support a major grant bid that secures the future and public access of the archive collection.
8. To contribute to the formulation of a sustainable archiving and records management policy that feeds into the broader Barbican Archive strategy in consultation with the Archives Curators, senior Barbican and Guildhall School of Music & Drama staff and the London Metropolitan Archive,
9. To oversee the work of interns and volunteers who will be cataloguing components of the Guildhall School of Music & Drama archive at the London Metropolitan Archive and Barbican. To manage other contributors at various points of the project, and to engage with a range of volunteer and community groups, including the Barbican Residents Plans group and Barbican Guildhall Creative Learning participants.
10. To coordinate and share responsibility for the archive materials' holding-space and working-space in the Barbican, and to liaise with library and other staff regarding transfer to their end storage spaces, both on and offsite.
11. To maintain and share up to date information on issues affecting the provision of information services to the public, including freedom of information, data protection, copyright and IP, and health and safety.
12. To provide regular updates on the progress of components of the project to line managers overseeing the project as required

13. General

14. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
15. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
16. To undertake any other duties that may reasonably be requested appropriate to the grade

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Please find below the key skills, experience and core behaviours required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

- An academic or professional qualification in the arts or humanities is desirable but not essential. (A,I)
- Knowledge of emerging issues and debates in the arts and heritage sector.(A,I)
- Enthusiasm for and good knowledge of 20th century arts, design and architecture (A,I)
- Excellent oral communication skills with the ability to discuss archives project and collections issues with a range of internal and external stakeholders (A,I)
- Excellent written communication skills with the ability to respond to enquiries about the archives, contribute to policy documentation and write progress reports (A)
- Ability to oversee the work of interns and volunteers (A,I)
- Proven administrative skills (A,I)
- Excellent IT skills (MS Office) (A,I)
- Ability to undertake financial processes (A)
- Proactive and flexible approach to work, and the ability to work to tight deadlines (A)

Experience Required

Essential

- Previous experience in an administrative/project support role working with archives collections or heritage assets (A,I)
- Previous experience of coordinating projects with a range of partners/stakeholders within an arts organisation (A,I)

Other Relevant Information e.g. working hours or desirables

- Knowledge and experience of HE sector.
- Experience of coordinating projects funded by the Heritage Lottery Fund.
- Experience of working with volunteers.
- Experience of contributing to funding bids.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment



Job title: Archives Project Officer (1 year 0.6FTE)

Department: Guildhall School of Music & Drama

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The full-time salary range for this job is £28,400 - £31,980 p.a. inclusive of London Weighting depending on experience/performance. The salary will be Pro-rata to 21 hours. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

New appointees will normally be placed on the bottom of the pay scale.

Contract

The job is offered on a Fixed Term Contract basis.

Hours of Work

Normal office hours are 21 hours per week, excluding lunch breaks, 9.00-5.00pm, Monday to Friday but the postholder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is a minimum entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme if you have a contract of employment for more than 3 months. Employees contribute between 5.5 and 12.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.



The Guildhall School of Music & Drama

Selected as one of the top ten institutions for performing arts in the world (QS World University Rankings 2016) and the top-rated conservatoire in the Guardian University Guide 2017 league table for Music, the Guildhall School is one of the world's leading conservatoires and drama schools, offering inspiring undergraduate and postgraduate training in the performing arts. A thriving Junior Guildhall, the recent addition of the Centre for Young Musicians, a Creative Learning outreach division and a range of summer schools and short courses further complement the outstanding opportunities available.

Since its founding in 1880, the Guildhall School has stood as a vibrant showcase of the City of London Corporation's commitment to education and the arts. Situated in the heart of the City, the School moved to its present premises in the Barbican in 1977, solidifying a unique performance and learning partnership with Europe's largest arts and conference venue, the Barbican Centre, and its resident orchestra, the world-class London Symphony Orchestra. The School has also developed partnerships with three other key organisations - the BBC Symphony Orchestra, the Royal Opera House and the Academy of Ancient Music - organisations that contribute significantly to our programmes of study and provide Guildhall students with many exciting opportunities.

The reputation of the teaching and increasingly the research across all the disciplines in the School is unrivalled. Students experience working in a professional context to professional standards, drawing on a pool of outstanding world-renowned artists who work with us as directors, conductors, coaches and tutors. Our graduates consistently succeed at the highest levels of their chosen profession.

The School has just over 900 students on its roll call, approximately 750 of whom are Music students and 180 in Acting and Technical Theatre. We welcome applications from across the globe: in any given year, about 40% of our students are from outside the UK, typically representing over 50 nationalities. And we enrol students from all backgrounds, offering over £2 million in scholarships each year.

In autumn 2013, the most significant investment in the Guildhall School for 36 years was unveiled: the £90 million redevelopment of our neighbouring Milton Court site. This state-of-the-art building, an addition to our existing Silk Street facilities, houses three new performance spaces: a world-class concert hall (608 seats), theatre (223 seats) and studio theatre (up to 128 seats), as well as high quality teaching and administration spaces. With the opening of Milton Court, the Guildhall School's facilities at long last match the outstanding quality of our training and the success of our graduates.