# JOB DESCRIPTION

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| **Vacancy reference:** | SRF28700 |
| **Post Title:** | Project Archivist (MAPP) |
| **Grade:** | Grade 5 |
| **School/Department:** | University Museums and Special Collections Service (UMASCS) |
| **Reports to:** | Principal Archivist |
| **Responsible for:** | N/A |

**Purpose**

The Project Archivist (MAPP) will be responsible for cataloguing and digitising archives held at Special Collections which will then be used as part of The Modernist Archives Publishing Project (MAPP: www.modernistarchives.com). MAPP is an international digital humanities project and a pioneering critical digital archive documenting the material history of early C20 publishing. The postholder will process images, adding item-level metadata, and upload images to the University Digital Asset Management System (DAMS) and the MAPP project. You will also be responsible for contacting literary estates to gain permissions for publishing the assets on the MAPP website. In addition, you will work with the academic supervisor to identify and process new materials from UoR's Archive of British Publishing and Printing to expand the publishers' networks in the MAPP resource. You should have an interest in digital archives, collections and accessibility, and be willing to learn more and undertake training where necessary in the digital humanities.

**Main duties and responsibilities**

**Cataloguing**
- Assess, organise, catalogue and make accessible to researchers' items in the Hogarth Press archive, which will be of benefit to The Modernist Archives Publishing Project.
- Compile and maintain up to date location information relating to the Hogarth Press collections

**Enquiries and reprographic orders**
- Undertake day to day liaison with academics involved in The Modernist Archives Publishing Project concerning access to collections
- Undertake digitisation of items identified by The Modernist Archives Publishing Project as required and upload assets to the DAMS
- Manage the literary estate permissions and Random House permissions process for publishing assets on The Modernist Archives Publishing Project website
- Answer enquiries from researchers about the archive collections
- Supervise researchers visiting the Reading Room to use archive and library resources at the Museum of English Rural Life
- Liaise with UoR Digital Humanities and Data Management teams where necessary

**Web based information services**

- Compile archival information to support the Modernist Archives Publishing Project
- Import data into the Modernist Archives Publishing Project
- Create and maintain online content related to collections, including webpages, blog content and other social media relating to The Modernist Archives Publishing Project

**General**

- Identify appropriate projects for volunteers and archive assistants and supervise volunteers and staff undertaking archive tasks
- Undertake other duties of a similar nature to assist The Modernist Archives Publishing Project
- Undertake other duties of a similar nature which may reasonably be required by the Head of the University Museums and Special Collections Services

**Supervision received**

The post holder will be supervised by the Principal Archivist. They will receive additional supervision from Dr Nicola Wilson, Lecturer in Book and Publishing Studies and members of UMASCS staff, in particular the Head of Archives.

**Contact**

The post holder will be in frequent contact with staff at the Archive and Library at Penguin Random House and literary estates.

**Terms and conditions**

0.4 FTE Fixed term two years.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed: 1 March 2019**

UMASCS is part of the University Library and Collections Service (ULCS) whose other constituent unit is the University Library with whom there is close collaboration and some joint working.

UMASCS is based at St Andrew's Hall, which houses the Museum of English Rural Life and the Special Collections Services, situated at the University's London Road campus. In recently re-furbished premises that attracted major funding from the Heritage Lottery Fund, the Service offers excellent research and user facilities for the museum, library and archive collections and a dedicated BS 5454 store, completed in 2006.

UMASCS is responsible for the management of archive and library collections encompassing three Designated collections and other archive holdings built up around areas of specific academic interest to the University of Reading. These include the nationally recognised archive collections of the Museum of English Rural Life, the Samuel Beckett archive and the British book publishing archive.

UMASCS have recently taken on curatorial responsibility for the University of Reading art collection.  This includes a selection of commissioned and donated institutional works, material acquired as part of the Museum of English Rural Life or for History of Art teaching purposes, high quality prints and original works that appear to have been acquired from the former Arts Council loan collection, and miscellaneous works linked to former students, colleagues and benefactors.

# PERSON SPECIFICATION

| Job Title | School/Department |
|---|---|
| Project Archivist (MAPP) | University Museums and Special Collections |

| Criteria | Essential | Desirable |
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| **Skills Required** | • Excellent oral and written communication skills<br>• Excellent teamworking skills<br>• Excellent enquiry/reference interview skills to deal effectively and professionally with enquiries from readers in a reading/search room environment<br>• Experience of archive cataloguing using a computerised system<br>• IT skills – competence in MS Office, databases, internet, email | • HTML skills<br>• Project management skills<br>• Experience of using ADLIB<br>• Experience of using a digital asset management system<br>• Experience of digitisation<br>• Experience of or willingness to learn to use Drupal CMS |
| **Attainment** | • Good honours degree (first or second class)<br>• Relevant professional qualification (in archives studies/management) | |
| **Knowledge** | • Archive assessment and sorting<br>• Archive cataloguing methods<br>• Knowledge of ISAD(G)<br>• Archive conservation and care methods (basic) | • Subject knowledge relevant to this collection (e.g. literary and publishing manuscripts) |
| **Relevant Experience** | • Proven experience of cataloguing archival collections<br>• Reading/search room enquiry/supervision experience | • Experience of working with archives in a higher education context<br>• Experience of completed project work with archive collections |

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| **Disposition**<br><br>. | • Commitment to excellent user services<br>• Self motivation/self starter<br>• Approachable<br>• Calm under pressure<br>• Accurate and attentive to detail<br>• Ability to work to and meet deadlines | |
| **Other** | • Ability to cope with the physical demands of the work (eg manual handling and travel between different stores) | • Valid full driving licence |

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| Completed by: Caroline Gould | Date: 1 March 2019 |