

JOB DESCRIPTION

Vacancy reference:	SRF29013
Post Title:	Graduate Trainee Archive Assistant
Grade:	Grade 3
School/Department:	Library, University Museums and Special Collections Service
Reports to:	Principal Archivist
Responsible for:	N/A

Purpose

The Graduate Trainee Archive Assistant will be responsible for assisting researchers accessing library and archive collections of the Museum of English Rural Life and the University of Reading Special Collections. The post holder will help to support enquires, reprographic services, cataloguing and preservation. The post holder's time will be split between Reading Room and collections management tasks. This role would suit a candidate hoping to gain a place on a MA in Archive Administration.

Main duties and responsibilities

Reading Room

- Supervise researchers visiting the Reading Room to use archive and library resources at the Museum of English Rural Life.
- Advise researchers about accessing the collections.
- Locate, retrieve and re-shelve archives and library material.

Enquiries and reprographic orders

- Answer postal, email and telephone research enquiries including checking email inboxes.
- Process reprographic orders.

Collections Management

- Advise researchers how to appropriately handle items in the Reading Room and advise colleagues on the existence of fragile and damaged items.
- Organise the provision of surrogate copies of items where appropriate, under the supervision of the Photographic Assistant.
- Assist with making collections accessible by undertaking basic cataloguing of archive materials under the supervision of appropriate professional staff.
- Assist with repackaging collections in appropriate archival quality enclosures.
- Locate, retrieve and return archives and library material to the appropriate store and undertake general tasks including stocktaking collections and assisting with cleaning the archives stores.

Web-based information services

- Contribute to social media as outlined in the Museum of English Rural Life's and Special Collections strategy.
- Update Collections A-Z pages on the Museum of English Rural Life and Special Collections website as appropriate.

General

- Contribute to UMASCS activities and projects .
- Supervise volunteers undertaking archive tasks.
- Undertake any other duties deemed necessary and reasonable by the Head of UMASCS.

Supervision received

The post holder will be supervised by the Principal Archivist. They will receive additional supervision from members of UMASCS staff, in particular the Head of Archives and Reading Room Supervisor.

Supervision given

N/A.

Contact

The post holder will work closely with UMASCS staff and colleagues in the main library. They will communicate with members of the public, students and researchers (both from the University of Reading and other institutions).

Terms and conditions

Full time (fixed term 12 months) The Graduate Trainee Archive Assistant will be expected to work the last Thursday of each month 2pm-9pm

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:

5 July 2019.

University Museums and Special Collections Services (UMASCS)

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
Graduate Trainee Archive Assistant		University Museums and Special Collections Service
Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Good team working skills • Abilities to deal effectively and professionally with enquiries from researchers • IT skills- competence in MS Office, use of databases, internet and email 	<ul style="list-style-type: none"> • Skills in handling fragile library and/or archival materials • Full driving licence
Attainment	<ul style="list-style-type: none"> • Good honours degree (first/second class) 	<ul style="list-style-type: none"> • Would suit a candidate hoping to gain a place on a MA in Archive Administration course
Knowledge		<ul style="list-style-type: none"> • Subject knowledge relevant to the collections
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in a museum, library or archive 	
Disposition	<ul style="list-style-type: none"> • Ability to work methodically, neatly and accurately • Practical approach to problem solving • Able to prioritise tasks and manage time effectively • Adaptable and flexible approach 	

Other	<ul style="list-style-type: none">• Ability to cope with the physical demands of the work (e.g. manual handling)• Willingness to work at height subject to suitable training	
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Completed by: Caroline Gould	Date: 5 July 2019
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