

FOOTPRINT PROJECT – NEW POSITION DESCRIPTION

1.0 JOB TITLE: Cataloguing Archivist

1.1 REPORTS TO: Archivist

1.2 RESPONSIBLE FOR: Up to 3 volunteers

1.3 SALARY AND STARTING DATE: £22,000 from May 2014 to March 2015 (subject to HLF funding)
Full-time (40 hours per week), fixed-term contract for 11 months, 23 days holiday, plus Bank Holidays, pension & BUPA contributions.

1.4 CONTEXT

Bath Abbey is a vibrant and internationally significant parish church currently serving nearly 500,000 people annually. Footprint is a transformative programme of capital works, interpretation, collections care and sustainable energy, provoked by the urgent need to repair and renew its collapsing historic floor. The project will accomplish this by:

- Reducing Impact - stabilising the floor foundation, renewing its surface, and using the unique hot springs as a source of energy
- Enlarging Capacity - fulfilling the Abbey as a place of congregation, equal access and hospitality
- Retelling an Ancient Story - recording and interpreting the long history of the Abbey site and this iconic church for millions of visitors
- Becoming a People and Place Fully Alive - supporting everyone in recognising what is valuable - individually, communally, and globally

1.5 JOB DESCRIPTION

The purpose of this post is to bring together existing databases and lists of archives, museum and church property objects using new collections management software (CMS); catalogued to the relevant sector standards.

2.0 PRIMARY RESPONSIBILITIES

- To catalogue the archives to ISAD(G) standards; based on the existing archives catalogue (currently in an MS Access database)
- Ensure that the archives are packaged and stored appropriately
- Catalogue the Abbey's museum collection to Spectrum standards; using the existing list (currently in an Excel spreadsheet)
- Catalogue objects which do not form part of the museum collection (currently recorded in the Abbey's Church Property Register) using relevant Church of England Guidelines
- Ensure that all cataloguing is compliant with the Archives Services Accreditation Standard and ACE Accreditation Standard for Museums
- Liaise with the archivist and volunteers as necessary to complete the project
- Any other duties commensurate with the post

3.0 PERSON SPECIFICATION

3.1 QUALIFICATIONS

ESSENTIAL

- Postgraduate qualification in archive administration

DESIREABLE

- Postgraduate qualification in Museum studies; or a museums based professional development qualification such as the Associateship of the Museums Association (AMA)

3.2 EXPERIENCE, KNOWLEDGE AND SKILLS

ESSENTIAL

- proven experience & delivery of archival cataloguing projects
- experience of cataloguing using collections management software
- knowledge of current best practice and sector standards for archival cataloguing
- ability to plan and manage workload to meet project deadlines
- ability to work on own initiative while contributing to the work of the team
- excellent general IT skills

DESIREABLE

- experience of using CALM
- experience of cataloguing museum collections
- knowledge of current best practice and sector standards for museums cataloguing
- knowledge of the Archives Service Accreditation Standard
- knowledge of ACE Accreditation Standard for Museums
- proficiency in MS Access

4.0 APPLICATION

To apply please send full CV and covering letter via post or email to:

Sarah Jermyn
Footprint Project Administrator
Bath Abbey
12 Kingston Buildings
Bath BA1 1LT

SJermyn@bathabbey.org

Deadline for applications is 5pm, Thursday 17 April 2014.

Interviews will be held on Monday 28 April 2014.