

**Job title:** Cataloguing Archivist, Everyday Artists: Uncovering 50 Years of Acme x 2

**Reports to:** Records and Archive Manager

**Role Purpose:** Acme has been awarded funding through the Archives Revealed programme for a 12-month project to catalogue the artists tenancy archive, which consists of organisational records and photographic collections, as part of a number of activities Acme is undertaking in support of its 50th Anniversary. The cataloguing archivists will be required to rehouse, sort and catalogue records into Archives Space, Acme's archive management software, and edit existing spreadsheet catalogues of the photographic collection for import into the archive catalogue. The work of the archivists will also contribute to the outcomes of other associated 50th anniversary projects which are dependent on archive content.

### **Main Duties and Key Responsibilities of Postholder**

- Assessing, sorting and listing of tenancy records archive and record data in the Archives Space software.
- Undertaking the checking, numbering and re-boxing of tenancy records archive.
- Assisting with the retro conversion of the Acme Building and Projects Archive catalogues and record the data in the Archives Space software
- Assist the Records and Archive Manager with the assessment of digital material for inclusion in the Acme Buildings and Projects Archive and record the data in the Archive Space software

### **General Tasks and Duties**

- Adherence to Data Protection legislation and Health and Safety requirements.
- Attend relevant training courses with colleagues where appropriate.
- Together with other members of staff, handle general enquiries including written, phone and e-mail.
- Attend regular monthly staff meetings.

*To undertake such tasks as may be required by Acme that is consistent with the nature of this post.*

*This job description reflects the current requirements of the role. As duties and responsibilities change and develop this will be reviewed and will be subject to amendment in consultation with the postholder.*

### **Job Conditions**

Working days will be 3 days / 21 hours per week, work pattern in terms of actual days and hours will be mutually agreed. Fixed term contract – 1 year. The post is funded through the National Archives' Archives Revealed programme.

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>How to be measured</b>
<b>Qualifications</b>		
Postgraduate Archive qualification or equivalent	Essential	Application
<b>Knowledge/Experience</b>		
Knowledge of working to ISAD(G) cataloguing standards	Essential	Application / Interview
Experience of handling paper based archival materials	Essential	Application / Interview
Experience of cataloguing using Archive Space software	Desirable	Application / Interview
Experience of working with digital image and film file formats	Desirable	Interview
<b>Skills/Attributes</b>		
Effective communication skills – written and verbal	Essential	Interview
Excellent MS Office skills and experience of using an Archive cataloguing software	Essential	Interview
Exceptional attention to detail and a methodical approach	Essential	Application
Ability to work independently and as part of a small team	Essential	Interview
Good time management skills with the ability to prioritise deadlines	Essential	Interview
Ability to provide a positive and professional service to artists and colleagues	Essential	Interview
Empathy with the mission, objective and values of Acme	Essential	Interview
A commitment to diversity and equal opportunities	Essential	Interview
<b>Eligibility</b>		
The ability to meet UK 'right to work' requirements	Essential	Pre-employment check

## Summary of Terms and Conditions

<b>Position:</b>	Cataloguing Archivist x 2
<b>Employer:</b>	Acme Artists' Studios Limited
<b>Place of work:</b>	Due to the nature of the role the post holders will be expected to work onsite at both the Acme Office: 44 Copperfield Road, Bow E3 4RR and the Acme Records Room: 44 Bonner Road, Bethnal Green, E2 9JS.
<b>Employment Type:</b>	Fixed term contract 1 year. The post is funded through the National Archives' Archives Revealed programme.
<b>Salary:</b>	£16,855 per annum pro rata (full time equivalent £28,092)
<b>Benefits:</b>	A commitment to flexible working Annual leave: 20 days pro-rata (full-time equivalent 28 days plus bank holidays) Pension scheme Cycle to Work scheme Interest free season ticket loan Training and development opportunities Employee Assistance Scheme
<b>Days and hours of work:</b>	3 days / 21 hours per week, work pattern in terms of actual days and hours will be mutually agreed. Occasional out of hours work will be required, for which time off in lieu will be granted.

### How to apply

To apply, please visit our website and complete the Cataloguing Archivist application form: [cognitofirms.com/Acme10/CataloguingArchivistRecruitmentForm](https://cognitofirms.com/Acme10/CataloguingArchivistRecruitmentForm)

The deadline for applications is 5pm on Sunday 3 October 2021. Interviews will be held on the week commencing 11 October 2021. Digital and in person options available.

The anticipated start date for this role is November 2021.

After submitting you will be redirected to an anonymous Monitoring Form. Completing this form helps Acme monitor how effective we have been in communication to and attracting a diverse range of applicants, and in order to identify possible direct or indirect barriers to application. The information you share with us on this form is optional, not part of any selection process, and is kept completely separate from your application.

Please note: applicants who do not demonstrate that they meet the criteria outlined in the person specification will not be considered for the role.

If you have not heard from us within two weeks of the closing date you should assume that you have not been shortlisted for interview.

Unfortunately, we cannot provide feedback on unsuccessful applications.

Acme exists to support the broadest possible range of artistic practice, and creates opportunities for artists to develop and take greater creative risks.

We passionately believe in social equity and the benefits of diversity, seeking to support, encourage and include people, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We particularly encourage applications from disabled people and those from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the arts and cultural sectors.

### **Access Requirements**

If you have any access requirements at any stage of the selection process please contact Natasha O'Brien, HR Advisor [natasha@acme.org.uk](mailto:natasha@acme.org.uk)

### **About Acme**

Supporting artists since 1972, Acme is a charity based in London which provides affordable studios, work/live space, and a programme of artist support. Acme is the single largest provider of affordable artist studios in England, and this year it will support over 800 individual artists across 16 buildings in Greater London.

