

Job title: Cataloguing Archivist, 1 year fixed term position

Reports to: Records and Archive Manager

Role purpose: Acme has recently completed a 12-month cataloguing project funded by the National Archives Archives Revealed programme. We are undertaking additional cataloguing for a further 12-month period to continue this work and prepare archive material for use across Acme's 50th anniversary projects.

The cataloguing archivist 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 archivist 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 paper tenancy and building records and record data in the Archives Space software.
- Undertaking the checking, numbering and re-boxing of 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,
- Assist the Record and Archive Manager with preparation of archive material for archive engagement events and collection of new archive material during these events.

General 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 staff and departmental meetings.
- Attendance at Acme events.
- Voluntary participation in Acme's Equal Opportunities Working Party or Environmental Working Party.

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.

Criteria	Essential/Desirable	How to be measured
Qualifications		
Postgraduate Archive qualification or equivalent	Essential	Application
Knowledge/Experience		
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
Skills/Attributes		
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
Eligibility		
The ability to meet UK 'right to work' requirements	Essential	Pre-employment check

Summary of Terms and Conditions

Position: Cataloguing Archivist

Employer: Acme Artists' Studios Limited

Place of work: 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.

Your principle place of work is the Company's premises (as above). However, you may, following consultation, be required to work on either a temporary or on an indefinite basis at any premises which the Company currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

Employment Type: Fixed term contract – 1 year

Salary: £17,100 per annum pro rata (full time equivalent £28,500 per annum).

Benefits: A commitment to flexible working
Annual leave: 20 days pro-rata (full-time equivalent 28 days) plus bank holidays
Enhanced sick pay, maternity, paternity, adoption leave pay
Pension scheme
Cycle to Work scheme
Interest free season ticket loan
Training and development opportunities
Employee Assistance Scheme

Days and hours of work: 3 days / 21 hours per week (or equivalent spread over 4 or 5 shorter days), 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: cognitoforms.com/Acme10/CataloguingArchivistRecruitmentForm2

The deadline for applications is **5pm on Sunday 12th March 2023**. Interviews will be held on **Tuesday 21st March 2023**. Digital and in person options available.

The anticipated start date for this role is April 2023.

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

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. acme.org.uk

