

Job title: Records and Archive Manager

Reports to: Co-Director

Role purpose: To devise and implement organisational record keeping strategies, including maintaining and expanding Acme's archive, in order to support our operational objectives in the lead-up to and during our 50th Anniversary year. The postholder will ensure that Acme holds accessible data and documentation for internal and external research and analysis, in order to illustrate the full history of the organisation and to communicate Acme's historical and present day value and impact for artists and the wider community.

Responsible for: Supervision of temporary researchers and staff in relation to Archive access and protocols.

Management of cross-departmental project and working groups comprised of various stakeholders (e.g. members of staff, artists, volunteers etc.)

Main Duties and Key Responsibilities

Strategy

- Assessing and improving Acme's current Archive and Records Management Strategy, maintaining appropriate organisation records collection protocol.
- Lead in the creation and development of the Acme Properties Archive, in line with existing Acme archive principles and operational objectives.
- Undertake an Archive and Records audit and evaluation.

Records & Archive

- Work with the Co-Directors and relevant Acme departments to identify missing records and archive information, prioritise data gathering and undertake the data gathering process, identifying and capturing data and images including but not limited to: photographic documentation, surveys, interviews, feedback, evaluations, current artists and alumni news to form a comprehensive compendium of information that can be used by Acme to evidence its history and the value that Acme creates for artists and beyond.
- Lead the creation of a digital catalogue using Archives Space software. Ongoing filing and cataloguing of records and archive material.
- Updating Acme's handbook and archival policies in line with newly adopted standards.
- Coordinate and oversee internal and external use of organisational records and the archive to support the understanding, measurement, articulation and communication of Acme's, historical and present, value and impact for artists and the wider community.
- Administer necessary contracts, liaising with the Co-Director on the amendment or development of additional agreements as required.
- Co-ordinate the process for granting access to the archive by external researchers, logging all requests and access on an archive monitoring form.
- Be responsible for the administration and coordination of all activities relating to the archive and the implementation of the records and archive strategy. Prepare activity reports as required by the Co-Director.

Collaborative Working & Communication

- Working closely within Acme's Archive, Research and Communications Department, and with Artist Support functions, develop strategies to highlight Acme's full story, with the goal of enhancing Acme's visibility, increasing the operational benefit of records kept and archival material gathered.
- Working with the Communications Manager co-ordinate the effective promotion of individual strands of records and archive activities to ensure that Acme's current work and history are made public.
- Ensure effective liaison and communication between Acme staff, partners and key stakeholders throughout the development and delivery of individual records and archive projects.
- Work with Co-Director, Acme staff and temporary staff, where appropriate, on the delivery of activities related to Acme's 50th Anniversary (November 2022-October 2023).
- Undertake and devise staff to training to increase staff understanding and interaction with records and archive and work with various departments to ensure that ongoing data gathering and documentation, in line with Acme's Documentation policy, is undertaken.
- Provide regular and ongoing support and contact for Acme staff, collaborative researchers and external requests, throughout their use of the archive.
- Promote Acme records and the archive as an organisational asset, occasionally making presentations and attending relevant external events related to Acme's mission and objectives.
- Co-ordinate the process for granting access to the archive by external researchers, logging all requests and access on an archive monitoring form.
- Be responsible for the administration and coordination of all activities relating to the archive and the implementation of the records and archive strategy. Prepare activity reports as required by the Co-Director.

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.
- Attendance at regular monthly staff meetings and Acme events.

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 – 3 years

Criteria	Essential/Desirable	How to be measured
Qualifications		
High standard of education to Bachelor Degree or equivalent	Essential	Application
Recognised archives qualification or working towards one	Desirable	Application
Knowledge/Experience		
Knowledge of records management and archival standards	Essential	Application/interview
Proven experience of working within an information management, archive or library setting	Essential	Application/interview
Working knowledge of copyright clearance and user licencing agreements	Essential	Interview
Knowledge of Data Protection and Freedom of Information legislation	Essential	Interview
Experience working in a standalone role	Desirable	Interview
Skills/Attributes		
Effective communication skills – written and verbal	Essential	Interview
Familiarity with and empathy for artists' practice	Essential	Application/Interview
Excellent MS Office skills	Essential	Interview
To be thorough and have exceptional attention to detail	Essential	Application
Good administrative and organisational skills	Essential	Application/Interview
Ability to respond quickly, effectively and flexibly	Essential	Interview
Ability to plan projects and manage competing priorities to meet deadlines	Essential	Interview
Ability to work on own initiative	Essential	Interview
Strong team player with effective interpersonal and teamwork skills, enabling good communication with professionals, cross departmental colleagues and service users	Essential	Interview

Criteria	Essential/Desirable	How to be measured
Ability to provide a positive and professional service to artists and colleagues	Essential	Interview
Empathy with the objectives, mission 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: Records and Archive Manager

Employer: Acme Artists' Studios Limited

Employment Type: Fixed Term Contract – 3 years

Place of work: 44 Copperfield Road, Bow, London E3 4RR
The office is on the 4th floor. There is a lift and level access throughout.

Your principal 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.

Salary: £19,800 per annum pro rata (full time equivalent £33,000)

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, to 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 Records and Archive Manager application form: cognitofirms.com/Acme10/RecordsAndArchiveManagerRecruitmentForm.

The deadline for applications is **5pm Sunday 4 July 2021**. Interviews will be held on **Monday 12 July** and for successful candidates there will be a **second interview on Tuesday 13 July 2021**. Digital and in person options available.

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

