## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Exhibitions and Archives Assistant</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Library</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>RHUL Grade 4</td>
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<tr>
<td>Accountable to:</td>
<td>Archivist</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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### Purpose of the Post
The postholder will support the Exhibitions Curator and College Archivist in the day-to-day running of the University's new Exhibitions Space and Archives reading room.

### Key Tasks

#### Exhibitions
- Answer and respond to public enquiries concerning the Exhibition Space and associated events.
- Promote current and forthcoming exhibitions using a range of media including social media.
- Obtain quotes from external contractors for essential exhibition-related work, including transporting loan material.
- Assist with organisation of engagement activities for internal and external audiences.
- Assist with the evaluation of exhibitions through collating qualitative and quantitative data.

#### Archive
- Invigilate in the Archives reading room, ensuring visitors abide by rules and material is kept secure.
- Answer enquiries on collections and schedule visits from interested persons/groups.
- Retrieve and return material from store as required.
- Assist the College Archivist in setting up displays to showcase the Archives, Special Collections and Rare Books.
- Assist the College Archivist in running workshops with students.
- Repackaging and simple cataloguing of material to aid its preservation and access.
• Ensuring the collections are accessible in the new store.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:
- External stake holders
- Members of the public
- Academic staff
- Students
- Other Professional Services staff