ROYAL HOLLOWAY
University of London

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Archivist &amp; Special Collections Curator</th>
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<tr>
<td>Division:</td>
<td>Library, Learning Support and Culture</td>
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<tr>
<td>Grade:</td>
<td>RHUL 7</td>
</tr>
<tr>
<td>Hours:</td>
<td>0.8 FTE</td>
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<tr>
<td>Reporting to:</td>
<td>Director of Library, Learning Support and Culture</td>
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<tr>
<td>Responsible for:</td>
<td>Archives and Exhibitions Assistant</td>
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**Divisional Background**

The Library, Learning Support, and Culture Division is responsible for providing a range of services to support Royal Holloway's learners, academic staff and researchers. These services include access to digital and physical content, together with the provision of advice and support. The Culture services include curation of the University's nationally important art, archives and special collections.

The role of the Archivist & Special Collections Curator at Royal Holloway is to develop, manage and preserve Royal Holloway's original and digitised archives, manuscripts and rare books, including archives relating to the histories of Royal Holloway College and Bedford College. The post holder is responsible for providing access to the collections, undertaking innovative outreach activities which exploit the collections, and pursuing externally funded collaborations and projects.

**Job Purpose**

The Archivist & Special Collections Curator will be responsible for:

1) Ensuring the effective development, management and preservation of the University's archives and special collections to agreed national standards.

2) Managing the effective delivery of physical and virtual services for users of archives and special collections, including enquiry handling and reading room support.

3) Taking operational responsibility for managing any assigned support staff, project workers, volunteers, external advisers and consultants regarding the care, preservation and promotion of the archives and special collections.
4) Undertaking outreach, research-support and teaching activities which enhance the contribution of the archives and special collections to delivering on University strategy.

**Key responsibilities and outcomes:**

**Collection development and management**

1) Lead on the periodic review of the Special Collections Development and Management Policy.

2) Ensuring the preservation of the institutional Archive collections of Royal Holloway, Bedford College, and Royal Holloway and Bedford New College, and also the rare books collection and the special collections held at Royal Holloway.

3) Managing the acquisition of new material into the Archives and Special Collections in line with Records Management retention schedules, available budgets, and the Collection Development and Management Policy; negotiating with depositors and ensuring appropriate terms of deposit; continuing a programme of records reappraisal.

4) Developing a procedure for the accessioning, appraisal and long term preservation of born digital records, working in collaboration with other colleagues across professional services, as required.

5) Cataloguing and listing the contents of the University's institutional records and special collections using relevant systems (currently KE Emu) to make the collections as discoverable and accessible as possible.

6) Working as necessary with academic and professional services colleagues to pursue opportunities for externally funded collaborations, including where these relate to digital scholarship around primary research materials. This will include identifying and costing potential digitisation and cataloguing projects which promote the collections and increase access for scholarship.

7) In collaboration with other colleagues across professional services, providing expert input and advice on the long term storage and preservation of digital collections.

8) Identifying and preparing costed business cases for potential projects which ensure the University meets recognised professional standards for developing and managing the archives and special collections, and access to them. This includes standards outlined through Archives Accreditation.

9) Overseeing the conservation work on the collections as required, and managing the arrangement of the collections within the Archives storage areas, escalating issues appropriately.

10) Ensuring that there are appropriate emergency plans and procedures in place for preservation of the special collections.

**Service management**
11) Managing the archives enquiry service; dealing with internal and external research enquiries relating to the collections, including having an institutional role as an expert in the University’s history.

12) Providing a reading room service by advising visitors, and training and managing Library staff (directly and through matrix management) who provide supervision of the room.

13) Policy writing and working with the Director of Library, Learning Support & Culture to set the forward plan for the service.

14) Providing reports, presentations and information to University committees, as required, including those with oversight of the institution’s cultural strategy.

Outreach & Teaching

15) Supporting the academic mission of the University by developing and delivering collections-based teaching as part of taught programmes and doctoral training provision.

16) Giving talks to internal and external audiences, and providing information and displays about the University’s archives and wider history.

17) Work with the Careers and Employability Service to provide advice and voluntary opportunities to students looking to work within the heritage sector.

18) Contributing to the planning and development of agreed displays and exhibitions which feature items from Special Collections. This will be undertaken in collaboration with the Exhibitions Curator and College Art Curator, as appropriate.

19) In line with the Marketing and Communications Department’s guidelines, promote the Special Collections internally and externally, including through the web site and social media channels, by providing press releases, and writing for external publications.

Other duties:

1) Working with other staff within the Library, Learning Support and Culture division to provide occasional cover during times of annual leave and other commitments, including for the College Art Curator, in a reciprocal arrangement.

2) Participate in Library, University and external project work and activities, as required, to meet the University’s strategic aims and goals.

3) Represent the University at a national and regional level regarding archives and special collections, and contribute to continuing professional development.

4) Maintain and enhance professional knowledge through attendance at conferences, keeping up-to-date with the professional literature, publications and other relevant professional activity to identify best practice elsewhere.
5) Carry out such other duties and responsibilities as the line manager or Director of Library Services, Learning Support and Culture may reasonably require.

The duties listed above may be varied from time to time as dictated by the changing needs of the University. The post holder will also be expected to undertake additional duties as appropriate to the grade and as requested by their manager. This may include occasional evening and weekend commitments, for which time off in lieu will be offered.

The post will require an ability to lift archive boxes and use ladders to retrieve materials from shelves.

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 post holder will be required to work closely with all colleagues within Library Services, Learning Support and Culture. This includes the Exhibitions Curator and College Art Curator.

The following list is not exhaustive, but the post holder will also be required to liaise with other stakeholders, including:

- Senior Academic Officers
- Students, researchers and academics
- Potential and actual donors and borrowers external to the University
- Estates
- IT Services
- Marketing and Communications

Professional bodies eg Archives & Records Association, Research Libraries UK
PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job title: Archivist & Special Collections Curator
Division: Library, Learning Support, and Culture

<table>
<thead>
<tr>
<th>Knowledge, Education, Qualifications and Training</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>TESTED BY</th>
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<tr>
<td>First degree in an academic discipline.</td>
<td>X</td>
<td></td>
<td>Application Form</td>
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<tr>
<td>Postgraduate qualification in archives and records management, and/or relevant work experience in an archives service.</td>
<td>X</td>
<td></td>
<td>Application Form</td>
</tr>
<tr>
<td>Registered member of The Archives and Records Association, or enrolled on the Registration Scheme.</td>
<td></td>
<td>X</td>
<td>Application form/Interview</td>
</tr>
<tr>
<td>Knowledge of current developments in the Archives and records management field.</td>
<td>X</td>
<td></td>
<td>Application form/Interview</td>
</tr>
<tr>
<td>Knowledge of current developments in the rare books field.</td>
<td></td>
<td>X</td>
<td>Application form/Interview</td>
</tr>
<tr>
<td>Familiarity with the HE context relating to archives and records management.</td>
<td>X</td>
<td></td>
<td>Interview</td>
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Skills and/or Abilities

| Excellent organisational, planning and problem solving skills to ensure activities are completed within required timescales, reprioritising as required, and with excellent attention to detail. | X         |           | Application form/Interview |
| Excellent verbal and written communication skills. | X         |           | Application form/Interview |
| High degree of confidence with standard IT applications and web-based systems, and the ability to promote the service through the web and online media. | X         |           | Application form/Interview |
| Financial and budget management skills. | X         |           | Application form/Interview |

Experience

| Experience of translating strategy into operational plans. | X         |           | Application form/Interview |
| Post-qualification experience of working in an archive, or similar information service. | X         |           | Application form |
| Experience of managing an archives or similar information service. |           | X         | Application form/Interview |
| Experience of accessioning and cataloguing archival documents to ISAD(G) standards. | X         |           | Application form |
| Experience with the Ke Emu cataloguing system. | X | Application form/Interview |
| Experience of working with rare printed books. | X | Application form/Interview |
| Management/supervisory experience. | X | Application form/Interview |

**Other requirements**

| Ability to build and maintain effective working relationships with students, staff and external stakeholders. | X | Interview |
| Demonstrable commitment to own professional development. | X | Application form/Interview |
| Self-awareness of own limitations and capacity for resilience. | X | Interview |

**How to Apply:**

Please click the link at the bottom of the advertisement to apply via the Royal Holloway application portal.

Completed applications must be received by 23:59 on the closing date to be considered.

Interviews will provisionally be held on 6th April 2020.

If you have any questions or require any assistance with your application process, please contact Recruitment@rhul.ac.uk

**Closing date:**

*The University is committed to equality and diversity, and encourages applications from all sections of the community.*