

ROYAL HOLLOWAY
University of London

JOB DESCRIPTION

Job Title:	Archivist & Special Collections Curator
Division:	Library, Learning Support and Culture
Grade:	RHUL 7
Hours:	Full time (35 hours per week)
Reporting to:	Head of Cultural Services
Responsible for:	<ul style="list-style-type: none"> • Student volunteers and occasional internships • Matrix training and supervision of other library staff supporting Reading Room services • Any project staff recruited to the Archives and Special Collections service

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, researchers and the wider community. These services include access to digital and physical content, including heritage collections, together with the provision of advice and support, and services which enhance the campus experience. The Cultural Services team curates the University's nationally important art, archives and special collections, and delivers the campus exhibitions programme. Library functions within the division include Academic Liaison, Administration, Acquisitions and Content Delivery, Customer Services, Research Support, and Systems.

Job Purpose

The role of the Archivist & Special Collections Curator at Royal Holloway is to develop, manage and preserve Royal Holloway's physical, digitised, and born-digital archives and manuscripts, including those relating to the histories of Royal Holloway College and Bedford College. Additionally, the postholder is responsible for the rare books and special collections. A key deliverable is to support University strategy by delivering collections-based teaching, particularly as part of credit-bearing modules, managing access to the collections and undertaking innovative outreach activities which promote the collections to diverse audiences, and pursuing/supporting externally funded collaborations and projects.

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) Developing and managing the effective delivery of physical and virtual services for users of archives and special collections, including enquiry handling and reading room support.
- 3) Designing, delivering, and evaluating collections-based teaching, particularly as part of credit-bearing modules.
- 4) Supporting academics with the development of research bids and funded research projects.
- 5) Undertaking internal and external outreach activities which enhance the contribution of the archives and special collections to delivering on University strategy, including its civic commitment to widening participation and public engagement with research.
- 6) Taking operational responsibility for the recruitment and management of any project workers, volunteers, interns, external advisers and consultants regarding the care, preservation and promotion of the archives and special collections.

Key responsibilities and outcomes:

Collection development and management

- 1) Leading on the periodic review of the Archives and Special Collections Development and Management Policy.
- 2) Ensuring the preservation of the archives and special collections, across physical and digital media.
- 3) Managing the selective acquisition of material into Archives and Special Collections in line with the Collection Development and Management Policy, University Records Management retention schedules, and available budgets; negotiating with depositors and ensuring appropriate, financially sustainable terms of deposit.
- 4) Supporting anticipated University projects to implement solutions for the appraisal and long-term preservation of physical and born-digital records, in collaboration with other colleagues responsible for modern University records.
- 5) Cataloguing and listing the contents of the University's archives and special collections using relevant systems (currently KE Emu) to make the collections as discoverable and accessible as possible to diverse audiences.
- 6) 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.
- 7) Managing the arrangement of the collections within the Archives storage areas, escalating risks and issues appropriately. Commissioning external contractors to undertake conservation work, as required.

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

Service design and management

- 1) Supporting the Head of Cultural Services with setting the forward plan for the archives and special collections service, aligned to University and departmental strategy.
- 2) Developing policies required to deliver archives and special collection services.
- 3) Managing the archives enquiry service to defined standards and having an institutional role as an expert in the University's history.
- 4) Providing a reading room service by advising visitors directly, and training/supervising other Library staff who support the provision of reading room services.
- 5) Providing reports, presentations and information to University committees, as required, including those with oversight of the institution's cultural strategy.

Education, Student Experience, and Research

- 1) Supporting the strategy of the University by developing and delivering embedded collections-based teaching within taught programmes and doctoral training provision.
- 2) Working with the Careers Service to provide advice, volunteering and internship opportunities to students looking to work within the heritage sector.
- 3) Organising talks and events which appeal to culturally diverse audiences, foster the student community and promote the history of the Royal Holloway externally to a wide audience.
- 4) Contributing to the planning and development of agreed displays and exhibitions which feature items from archives and special collections. This will be undertaken in collaboration with other curators in the Cultural Services team, as appropriate.
- 5) In line with the Marketing and Communications Department's guidelines, promote the archives and special collections internally and externally, including through the web site and social media channels, by providing press releases, and writing for external publications.
- 6) Working as required with academic and professional services colleagues to identify and pursue opportunities for external funding, including where these relate to research infrastructure and digital scholarship. This will also include identifying and costing potential digitisation and cataloguing projects which promote the collections and increase access for collections-based scholarship.

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 in a reciprocal arrangement with others in the Cultural Services team.
- 2) Supporting divisional planning and implementation around health and safety, business continuity and disaster management.
- 3) Ensuring the Archives and Special Collections function complies with relevant legislation around copyright, data protection, freedom of information, and equalities, liaising with colleagues with University-wide responsibilities, as appropriate.
- 4) Participating in Library, University and external project work and activities, as required, to meet the University's strategic aims and goals.
- 5) Representing the University at a national and regional level regarding archives and special collections, and contribute to continuing professional development.
- 6) Maintaining and enhancing 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.
- 7) Carrying 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.

Support and advice in undertaking the role is provided across the University. The following list is not exhaustive, but the post holder will routinely liaise with a wide range of other stakeholders, including:

- Senior Academic Officers
- Students, researchers and academics
- The Students' Union – executive, sabbaticals and societies
- Potential and actual donors and borrowers external to the University
- Estates
- IT Services
- Marketing and Communications
- Careers Service
- Student Administration

- Legal Services

External relationships:

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.

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Division: Library, Learning Support, and Culture

	ESSENTIAL	DESIRABLE	TESTED BY
Knowledge, Education, Qualifications and Training			
First degree in an academic discipline.	X		Application Form
Postgraduate qualification in archives and records management, or substantial level of equivalent work experience for an archives service.	X		Application Form
Registered member of The Archives and Records Association, or enrolled on the Registration Scheme, or a demonstrable commitment to Continuing Professional Development.		X	Application form/Interview
Knowledge of current developments in the archives and records management field, including digital curation.	X		Application form/Interview
Knowledge of current developments in the rare books field.		X	Application form/Interview
Familiarity with the HE context relating to archives and records management.		X	Interview
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 accessioning and cataloguing archival documents to ISAD(G) standards.	X		Application form
Experience of managing an archives or similar information service.		X	Application form/Interview

Experience with the Ke Emu cataloguing system.		X	Application form/Interview
Experience of working with rare printed books.		X	Application form/Interview
Experience of preparing bids for external funding		X	
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

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.

As part of our commitment, we will be undertaking anonymised shortlisting for this post. Resumes/CVs and personal statements which may compromise this process will not be reviewed.