

JOB DESCRIPTION		
<b>Job Title:</b> Assistant Archivist: Cataloguing		<b>Accountable to:</b> Academic Support Librarian, Collections, WCA
<b>Contract Length:</b> 3 months or pro rata	<b>Hours per week/FTE:</b> 35 or pro rata	<b>Weeks per year:</b>
<b>Salary:</b> £30,777 per annum/ pro rata		<b>Grade:</b> 3
<b>College/Service:</b> Library Services		<b>Location:</b> Wimbledon School of Art
<b>Purpose of Role:</b>  To contribute to a programme to catalogue UAL's archives, museum and special collections, to make them discoverable and to support teaching, learning and research at UAL and beyond.  In particular, to arrange, catalogue and promote the Wimbledon College of Art Archive.		
<b>Duties and Responsibilities</b> <ol style="list-style-type: none"> <li>1. Participate in an ongoing programme to catalogue museum and archive collections using internationally recognised standards, such as ISAD(G) and SPECTRUM, in liaison with collections staff. This role will arrange and catalogue 27 boxes of material from the archive of Wimbledon College of Art, and associated materials.</li> <li>2. Contribute catalogue records to the Archive management system CALM.</li> <li>3. Support work to decolonise the University's archival collections, through critical cataloguing practices which seek to challenge dominance and stereotyping.</li> <li>4. Create new authority records for the people represented in the Archive, to enhance discovery and enable links to be made to other collections at UAL and elsewhere.</li> <li>5. Contribute to a selection of items from the Archive to be prepared for digitisation.</li> <li>6. Contribute to the preparation of newly created catalogue and authority records to the <a href="#">Digital Collections</a> site, in liaison with the Digital Preservation and Access Manager.</li> <li>7. Prepare a curated collection on the <a href="#">Digital Collections</a> site, to promote new stories about the Archive.</li> <li>8. Assist and support the export of records as appropriate, in support of the Open Archive Initiative, or other appropriate national archive projects and linked data initiatives.</li> <li>9. Contribute to the conservation and preservation of the physical samples, in line with expert preservation advice.</li> <li>10. Curate a physical display from the Wimbledon College of Art Archive as part of the Curating Collections Programme.</li> <li>11. Support colleagues to promote the newly catalogued Archive through social media activity, including external and internal blog posts.</li> <li>12. Contribute to responses to enquiries about the Wimbledon College of Art Archive.</li> </ol> <p>In addition the post-holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.</li> <li>• Undertake health and safety duties and responsibilities appropriate to the role.</li> <li>• To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.</li> <li>• Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.</li> <li>• Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational</li> </ul>		

<p>effectiveness.</p> <ul style="list-style-type: none"> <li>• Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.</li> <li>• To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto.</li> <li>•</li> </ul>
<p><b><u>Key Working Relationships:</u></b> Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.</p> <ul style="list-style-type: none"> <li>• Academic Support Librarian, Wimbledon College of Art</li> <li>• Digital Preservation and Access Manager, University Archives and Special Collections Centre</li> <li>• ASCC team</li> <li>• Community of Practice of archive, museum and special collection managers</li> <li>• Cataloguing Programme Manager (Manager ASCC) and Associate Director for Library Service (Content and Discovery)</li> </ul>
<p><b><u>Specific Management Responsibilities</u></b></p> <p><b>Budgets:</b> n/a</p> <p><b>Staff:</b> n/a</p> <p><b>Other</b> (e.g. accommodation; equipment): n/a</p>

Specialist Knowledge/ Qualifications	<p>A degree in an information-related subject, arts or humanities, at either graduate or postgraduate level, or equivalent experience in a cultural heritage environment.</p> <p>Demonstrable interest in collections.</p> <p>An interest in the development of art and design education</p> <p>Knowledge of cataloguing processes</p>
Relevant Experience	<p>Has experience of working with library, museum or archive collections.</p> <p>Has experience of archival arrangement, cataloguing and undertaking data entry.</p> <p>Has experience of using a collection management system, or other database system.</p> <p>Has relevant experience within an academic environment or equivalent.</p> <p>Has experience of contributing to a project.</p> <p>Has experience of working independently.</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p>
Research, Teaching and Learning	

	An understanding of how collections can support excellent teaching, pedagogy and inclusivity.
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team, and where appropriate across, or with, different professional groups.
Student Experience or Customer Service	Provides a positive and responsive student or customer service.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems.