



JOB DESCRIPTION

Archivist - ST40 Heritage Programme

Fee:	£6,000
Responsible to:	General Manager
Contract length:	40 days over 6 months (May to October 2017)

This is a freelance role. The post holder will be expected to work primarily from our office in Deptford, as well as travel (primarily within London) as required.

About Spare Tyre

Spare Tyre is one of the UK's leading participatory arts charities, with nearly 40 years experience of producing bold and powerful theatre with voiceless communities. We use innovative performing and digital arts to challenge prejudice and transform lives, enabling unheard stories to be shared. We currently work with people aged 60+, adults with learning disabilities, economically disadvantaged communities, women who've experienced violence, and people with dementia and carers. Equality, accessibility and diversity are at the heart of everything we do.

In 2017 we begin the celebrations of our 40th anniversary, with a programme of work that will protect our archive, make it accessible for the future, and position Spare Tyre's story within the wider context of the history of the participatory arts movement. We will share this heritage through innovative digital, print and live arts-based projects.

Main purpose of the role

The Archivist will work closely with the ST40 Project Manager (General Manager), Trainee Heritage Project Manager, volunteers, and other Spare Tyre staff and freelancers. Primarily through:

- leading cataloguing of the current archive
- setting up professional standard heritage protocols and systems
- providing formal and informal heritage training to diverse staff and volunteers

Major Duties and Responsibilities

- To devise suitable methods of archival preservation (physical and digital), appropriate to the nature of the material and organisation, and within the context of national standards for preservation

- To lead cataloguing of the archive
- To provide informal 'on the job' training and supervision for staff and volunteers in archive and research techniques
- To devise and deliver formal training sessions for all staff and appropriate volunteers in cataloguing, data management and basic collections care, to embed future archive maintenance within the organisation's practices (particularly ensuring accessible learning for adults with learning disabilities)
- To support the Trainee Heritage Project Manager to facilitate lead artists and volunteers to undertake research for interpretation projects
- To assist the Trainee Heritage Project Manager to further develop the online history page
- To support the Trainee Heritage Project Manager to develop appropriate and practical processes, policy and systems for the future ongoing cataloguing and management of newly generated material
- To work with the ST40 Project Manager to develop a long term future for the company's archive, in liaison with national centres including V&A Theatre and Performance and Bishopsgate Institute

PERSON SPECIFICATION

Listed below are the requirements needed to undertake this job. These will form a key part of the selection process.

Experience, Knowledge and Skills:

- A post-graduate qualification in archive studies, library or museum studies or relevant equivalent experience
- At least 2 years' experience working within heritage collections
- Excellent verbal communication skills with the ability to get on with a diverse range of people
- Ability to talk confidently in front of a group
- Interest in and understanding of the arts (ideally participatory and community arts) – experience of this area would be helpful but not essential
- Experience of devising and delivering training programmes for volunteers and of managing volunteers
- Ability to work to deadline providing high quality and accurate outputs

- Ability to prioritise, be self-sufficient and show initiative, whilst understanding the need to manage expectations
- Ability to use discretion, tact and empathy when negotiating with others
- Ability to work alone and within a team
- Ability to plan effectively and deliver on targets
- Ability to deal with the unexpected and remain flexible
- Ability to resolve conflict and troubleshoot
- Good level of computer skills including email and Word processing

HOW TO APPLY

Closing date for applications is midday (12pm) on Tuesday 18th April.

Interviews will be held on Thursday 27th April - if shortlisted you must be available for this date.

To apply please send **CV and covering letter** explaining how you would be suitable for the role to info@sparetyre.org or send by post to:

Spare Tyre
The Albany
Douglas Way
Deptford
SE8 4AG