



JOB DESCRIPTION

Job title:	Archives Project Assistant - Blythe House Project
Division:	Directorate
Salary:	£22,227 - £25,875 per annum
Contract:	Fixed Term to December 2021
Reporting to:	Project Archivist – Blythe House Project
Location:	Blythe House, Olympia, West Kensington

Background

As the world's leading museum of art, design and performance, the Victoria and Albert Museum (V&A), enriches peoples' lives by promoting the practice of art and design and increasing knowledge, understanding and enjoyment of the designed world.

The Museum is now preparing for a major collections move from its current storage facility at Blythe House to a new Collections and Research Centre. This role will work with our Project Archivists (one full time, one part time) and our teams of curatorial and archival staff based at Blythe House, to prepare our internationally significant archival collections for the move. The V&A Museum is an accredited archive service and our archives include the UK's National Collection of Performing Arts held in the Department of Theatre and Performance, the V&A Archive and the Archive of Art and Design.

The post is based at Blythe House, the V&A's collection store and public research facility in West Kensington, London, where you will be working as part of a dedicated decant project team. The role offers an excellent opportunity to develop knowledge and skills in archives and cultural heritage management, working with mainly paper-based plus a wide variety of additional formats including photographic and audio-visual material, plastics and more. This position would be an excellent opportunity for those seeking practical experience before applying to one of the postgraduate courses in archive administration.

Purpose of the Job

To assist with the preparation of the Museum's internationally significant archival collections for the move, working closely with V&A collections staff. Your role will involve auditing, rehousing, assisting with cataloguing and numbering queries and barcoding. This essential work will improve access to and care of our collections, ensuring that they are moved safely and with reliable location information.

Main Duties

1. To carry out project work associated with preparing the archival collections for move.
2. Assist the Project Archivists and collections team with the appraisal and selection of records for permanent preservation in the archives.
3. Assist with cataloguing and documentation of the archives to enable effective record keeping on the collections management system and location tracking.
4. Enter data into the Museum's collections management system (ArchivesIndex+) as required.
5. Undertake rehousing projects to improve the care and storage of the collection.
6. Update locations for archival collections in the collections management system and work with a barcoding system to enable effective location tracking.
7. Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
8. Be security conscious, ensure familiarity with all the Museum's security policies and procedures, and local security procedures.
9. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.
10. Assist with supervision of volunteers and interns, as required.
11. Carry out other ad-hoc duties as required.

PERSON SPECIFICATION

Essential Requirements

1. Excellent IT skills.
2. Excellent written and oral communication skills.
3. Experience of clerical work, preferably in a library or archive, records management or similar environment.

4. Excellent attention to detail, good organisational skills and proven ability to maintain a high level of accuracy and motivation when performing routine and repetitive tasks.
5. Ability to supervise placement students and volunteers as required.
6. A demonstrable interest in the work of the V&A Museum.
7. A flexible approach and the ability to work well as part of a team.
8. High level of manual dexterity and demonstrable ability to acquire and apply essential core technical skills such as lifting, carrying and installing archives and objects. The ability to work at height is also essential.

Desirable

1. Experience of using databases or collections management systems would be an advantage.
2. An interest in developing your career in archives or cultural heritage sector.
3. An honours degree, preferably in a subject related to the collecting areas of the V&A Museum.

OTHER INFORMATION

Hours/Salary:

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be £22,227 - £25,875 per annum. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays

Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits:

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after three months.

Free entrance to all the major museums and exhibitions in London as well as many others.

Discounts on purchases in V&A shops

Childcare Voucher Scheme

Application process:

Please apply online via the V&A's website at www.vam.ac.uk/jobs

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – contacthr@vam.ac.uk or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

Closing date for receipt of applications is Midnight Monday 10 September 2018

Interviews to be held on 26 September 2018

Interview expenses will not be paid unless there is a prior agreement.