

**Job Title:** Archive Manager



## **Job Purpose**

To support People's History Museum's (PHM) vision of being the 'go to place' for democratic engagement and the home of ideas worth fighting for, through leading the operation and development of the Labour History Archive & Study Centre, its collections and research services, that are essential for the successful delivery of the museum's 2018-2022 Business Plan.

**Responsible to:** Head of Collections & Engagement

**Responsible for:** Archive Officer

**Contract:** Two year contract – extension subject to funding

**Salary:** c. £25,000 (£15,000 pro rata) Manager Grade 6

**Hours of work:** 21 hours per week

This job description defines the roles and responsibilities of the Archive Manager in relation to PHM's Business Plan. It complements more detailed tasks and priorities developed as part of regular work planning and performance reviews.

## **Key Areas of Responsibility**

### **Programming and Curatorial focus**

To support the management and development of the museum's assets and collections and the programme-led approach through:

- Leading the management and development of all aspects of the archive's assets and collections in accordance with museum policies and practices
- Leading the involvement of the archive's assets and collections in programme-led initiatives, carrying out research in connection with displays, exhibitions, events and learning activities
- To be responsible for maintaining the highest standards of collections management and cataloguing, ensuring the archive meets BS5454 standards and is in line with PHM's Collections Policy
- Leading on the digitisation of the archive collection, managing the archive's electronic collections database (KE Emu) and being the point of contact with the database supplier
- Leading on digital collecting through the implementation of a Digital Asset Management System (DAMS)
- Working with the Conservation Team to ensure that the archive collection is cared for and maintained to Accredited Standards

### **Profile and Advocacy**

To raise the profile of the archive services, collections and the programme-led approach through:

- Taking a lead in engaging with best practice in relation to archive developments
- Identifying and exploiting social media opportunities to promote the archive collection and service
- Taking a lead in promoting the work of the archive in print and broadcast media as required
- Taking a lead in representing the archive and museum at meetings and conferences as required

## **Resilience**

- To work with the Head of Business Development in securing external funding to support the work of the archives
- To keep up to date with developments in the archive and heritage sectors and ensure the museum embraces best practice in response to locally and nationally recognised initiatives

## **Governance**

- To support SMT and the Board of Trustees by reporting in relation to the archive as appropriate

## **Engagement**

To support the museum's commitment to being relevant and accessible to existing, new and diverse audiences through:

- Embedding and implementing the Audience Engagement Plan in all aspects of the archive's work
- Embedding and implementing the Digital Policy & Plan in all aspects of the archive's work
- Supporting the programme-led approach through advice, training and guidance for colleagues as to environmental, display, handling and storage requirements for archive material
- Facilitating the widest possible access to the archive facilities, including for museum visitors, schools, colleges, universities, academic interest groups and community groups
- Developing archive research opportunities from the public, academics and other colleagues
- Promoting the archive through the museum's learning programmes by delivering talks and guided archive and gallery tours as required

## **Organisational Change**

To support the development of a flexible and empowered organisation in which the contribution of staff and volunteers is maximised, and all staff are engaged with PHM's Business Plan through:

- Planning and supervising the work of the Archive Officer and overseeing their training and development
- Deputising for the Head of Collections & Engagement in appropriate environments
- Supporting the championing and promoting of the archives internally to ensure staff awareness of engagement opportunities
- Keeping abreast of new technology, particularly computerised systems and being prepared to undertake training
- Contributing to all data systems as appropriate, collecting and analysing data on archive visitors; performing all tasks in compliance with Data Protection and GDPR Regulations
- Supporting all Collections & Engagement team operations as required

## **General**

- To complete other duties as required commensurate with the level of responsibility
- To perform all tasks in line with the museum's policies, including Equal Opportunities, Environmental and Health and Safety

**Person Specification:      Archive Manager**

<b>Abilities and Experience</b>	<b>Application</b>	<b>Interview</b>
A working knowledge of all areas of archival practice including collecting, appraising, cataloguing, use of Collections Management Systems and collections care	X	X
Strong IT and digital skills with demonstrable experience of learning new technical skills	X	X
Knowledge of digital archival practice in relation to born digital records and digitising	X	X
Ability and initiative to manage projects including the ability to manage the implementation of a Digital Asset Management System (DAMS)	X	X
Excellent verbal and written communication skills, including the ability to write reports and to communicate with, and influence, a wide range of stakeholders	X	X
Good interpersonal skills with the ability to interact professionally with a variety of stakeholders including public researchers, museum visitors, team members, colleagues in other departments, external stakeholders.	X	X
Excellent time management, organisation skills and attention to detail with a proven ability to work to tight deadlines, manage competing priorities and adapt to changing demands	X	
Experience of making archive collections accessible through learning programmes, exhibitions, events and outreach activities	X	X
<b>Attainments</b>		
At least two years' paid experience of working in an archive	X	
Educated to degree level in history, politics or similar demonstrable knowledge of modern British (19th or 20th century) social and/or political history, with an interest in contemporary politics	X	X
A recognised archives qualification	X	

**Conditions**

- Weekly hours to be discussed at interview, but will be worked on a flexi time system. The previous post holder worked 21 hours across three days but we are happy to discuss possible arrangements at interview
- Time off in lieu will be given for occasional evening and weekend work
- 24 days annual leave, plus bank holidays (pro rata)
- We offer all staff membership of the Greater Manchester Pension Fund

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be pursued.

As an equal opportunities employer, we welcome applications from all suitably qualified persons. However, as black, Asian and minority ethnic (BAME) and disabled people are currently underrepresented within our organisation, we would particularly welcome applications from BAME and disabled applicants. All appointments will be made on merit.