

Ellen Malos' Archives

Archivist Job Specification

0.6 for 6 months, £12,135 project fee

In January 2013 the Feminist Archive South (FAS) were awarded a Heritage Lottery Grant to catalogue Ellen Malos' archives and deliver a series of educational activities related to the Malos collection and the holdings of the FAS.

We are recruiting an archivist (0.6 one off project fee for 6 months) to catalogue the collections and help shape some of the content for the educational workshops.

Please send a covering letter describing your knowledge, skills and experience in relation to the job description, and a copy of your CV of no more than two pages to fa_south@yahoo.co.uk

Deadline for applications: 5pm 22 February 2013

Interview date: week of 19 March 2013

Job start date: 8 April 2013

Duties and Responsibilities:

- To liaise with Ellen Malos, former trustee of the FAS and donor of the Ellen Malos (EM) archive.
- To work initially at the residence of Ellen Malos in Redland, Bristol, to collect together the material of the EM archive.
- To establish collections within the EM archive and make a primary catalogue of it including use of the European Women's Thesaurus, and FAS guidelines.
- To physically integrate items (such as periodicals) which are nonspecific to the EM archive into the main FAS holdings at the University of Bristol Special Collections.
- To liaise with Hannah Lowery, archivist i/c Special Collections at the Arts and Social Sciences Library, University of Bristol.
- To use good practice to prepare and box the EM collection ready for further cataloguing and cross referencing.
- To catalogue and cross-reference the EM archive on the Special Collections database
- To use the CALM Archival Management System to current national and international professional standards, i.e. International Standard Archival Description (General) (ISAD (G)); and in-house guidelines
- To liaise with the Project Coordinator to discuss suitable materials that could be used in educational and outreach programmes that will be conducted as part of the project

- To facilitate workshops with volunteers interested in archiving, primarily through hands on, practical ‘shadowing.’

Person Specification

Essential Experience:

- Qualification: a postgraduate professional qualification in archives administration or equivalent.
- A knowledge of recognised standards in archival cataloguing.
- Ability to use the CALM Archival Management System and inhouse guidelines
- Professional information searching and retrieval and subject enquiry skills.
- Ability to handle correctly and conserve materials in the Feminist Archive and to advise others in the team, and to rehouse materials as necessary.
- Ability to identify materials in the Feminist Archive which can be conserved in-house and those which are in need of professional intervention by other conservators.
- Physical ability and willingness to move boxes, files and other materials in the course of the job

Desirable Experience:

- Experience of working on Heritage Lottery Funded and/ or Public History projects that have a strong emphasis on learning and participation
- Experience of facilitating community workshops related to archival practice
- Experience of using the wordpress blog platform

Personal Attributes:

- Interest in feminism and/ or women’s history.

Special Circumstances:

- A willingness to work weekends and evenings when required, and to be involved in workshops and with volunteers.