Archivist

Job Description

Job Title: Archivist
Tenure: Permanent
Department: Library & Archive
Responsible to: Librarian

Background

St Catharine’s College, founded in 1473, is one of the older Colleges in the University of Cambridge. There are approximately 440 undergraduates, 200 graduates and over 60 Fellows. Most undergraduates, Fellows and staff are housed, or work, on the main College site, in Trumpington Street in the city centre, where the Archive is based. The Library & Archives department comprises four people, headed up by the Librarian. Further details about the College can be found at www.caths.cam.ac.uk.

Purpose of the Job and Main Responsibilities

The Archive of St Catharine’s College contains the historic administrative record of the College and includes papers typical to Cambridge Colleges: governance, bursarial and tutorial records, property papers, photographs, documentation from clubs and societies, and details about members of the College from its foundation to the present day. The main record series begins in the 17th century, but estate papers date back to the 1200s. The Archive is increasingly electronic, and includes born-digital material.

The Archivist is responsible for the care and management of the collection. This includes the accessioning of new archival items, cataloguing, and enquiry and reprographics work. The Archivist is based within the Library and works closely with the Librarian, Dr Colin Higgins, who is responsible for the day-to-day running of the Library, including the provision of reader services, management of the working libraries, and oversight of the College’s special collections, including the Library’s rare books and manuscripts.

The duties of the Archivist include, but are not limited to:

1. Management of the Archive
   - Accessioning and cataloguing archival records transferred from College departments, Fellows, alumni, and the general public
   - Monitoring the security and environment in the Muniment Room and other storage areas
   - Monitoring the physical condition of the archives
   - Identifying items in need of conservation, and arranging for their repair
   - Maintaining the Archives Management System (currently Cantab), and implementing a new System in due course

2. Ensuring the accessibility of the Archive to users
   - Answering enquiries from members of the College and general public
   - Providing access to archival material to researchers, and advising them on the College’s archive holdings, conditions of use, access, and copyright law
   - Managing the archive reprographics service
   - Maintaining the College’s catalogues on the University Library’s Janus website
- Updating the Archive pages on the College website
- Designing, setting out, and invigilating exhibitions of archival materials for College events

3. Monitoring changes in best practice, and engaging in continuing professional development
- Keeping up-to-date with changes in archival practice, and legislation affecting record keeping
- Disseminating relevant updates to the wider College, and advising members of the College on the management of their records, if required

4. With the Librarian, maintenance of records relating to the College’s art collection
- Developing and updating of the College’s art catalogue
- Providing access to College artwork as required

5. Further duties
- The postholder will be required to be familiar, and work in accordance, with College policies and procedures
- The postholder will be expected to participate in training designed to minimize occupational risks
- Any other duties as requested by the Librarian, and as appropriate to the role

Person Specification

Qualifications
1. Educated to degree level or equivalent Essential
2. Holder of, or working towards, a qualification in archive administration, records management, or a related area of information science Essential

Knowledge and Experience
1. Knowledge of archival management principles and practice Essential
2. Experience of working in an archive Essential
3. Experience of cataloguing archives Essential
4. Knowledge and experience of how IT can be used to facilitate management of archives Essential
5. Knowledge of the legislation that underpins archive work, including the Freedom of Information Act 2000, and General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018 Essential
6. Experience of designing and running archival exhibitions Desirable
7. Knowledge of Latin and palaeography Desirable
8. Experience of working in a Collegiate University Desirable

Skills and Abilities
1. Ability to work in a team, and alone, setting priorities for tasks using own initiative Essential
2. Good IT skills Essential
3. Good organisational and administrative skills Essential
4. Good interpersonal skills, including a helpful and polite disposition Essential
5. Ability to maintain confidentiality Essential
6. Ability to work to deadlines, and set priorities for tasks Essential
7. Ability to pay close attention to detail, and to produce work that is both consistent and accurate Essential
8. Enthusiasm for the principles and practices of education Essential

Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.