

Job Description

Job Title:	Archivist (Cataloguer)
Salary:	£28,500 - £32,000
Contract Type:	Permanent, full time – 37 hours per week
Reporting to:	Senior Archivist

Job Purpose

The British Motor Industry Heritage Trust Archive (BMIHT), based at the British Motor Museum, holds the largest archive of its kind in the UK, and probably the largest motor industry archive in the world. Its collections include business and technical records, plans and drawings, graphic material, photographs and film, and special collections covering all aspects of motor industry heritage make it an archive of national and international significance. It tells the stories of the people, places, practices and objects associated with the motor industry over almost 150 years. The preservation of our unique archive, its documentation and the provision of appropriate access is central to our internal and external identity.

The British Motor Museum is a globally recognised, independent museum, it is accredited by Arts Council England and is a National Portfolio Organisation. Both the archive and motor car collections at the British Motor Museum have been awarded designated status.

The Trust is seeking an Archivist (Cataloguer) to play a key part in the collections information, development and management of the BMIHT Archive, ensuring that the archival collections are organised, maintained, preserved. This role will also contribute to the BMIHT's learning and engagement activities and exhibitions, onsite and online. A key aspect of this role will be to raise the visibility and profile of the archive and special collections by creating accurate catalogues, showcasing them to highlight their value, and engaging with stakeholders to promote the service.

We're looking for someone who has a passion for making the archives discoverable and accessible for broad and diverse audiences in accordance with archival policies and procedures for the purposes of public engagement, learning and research. The successful candidate will have demonstrable knowledge and experience of working to international standards in archival cataloguing and collections care. The postholder will provide an excellent level of customer service in line with BMIHT values in interactions with all stakeholders. This will include a willingness to occasionally work

outside standard hours to support BMIHT events, in addition to providing support and cover for department colleagues as necessary.

Main Duties

- Accession, sort, arrange and catalogue archival collections, including motor industry business records, special collections and BMIHT archives, working to agreed priorities, using national and international archive standards and protocols.
- Create catalogues and finding aids using Axiell Collections and other appropriate discovery platforms to make collections available as widely as possible.
- Organise and identify backlog material using Archive Standards such as ISAD(G) and ISAAR(CPF) for example to categorise formats, subject matter and places of origin.
- Undertake regular reviews of archive collections being deposited with the BMIHT and liaise with depositors on the transfer and appropriate management of archives. Assist with the negotiation for additional/new collections to be added to the Archive's holdings, applying knowledge of archival theory and selection criteria.
- Play a lead role in implementing the Trust's internal annual Records Management Procedure (RMP).
- In conjunction with the Conservator, identify material needing appraisal for conservation.
- Supervise Archive volunteer activities, which include sorting, cataloguing and research projects.
- Assist with ensuring compliance in relation to GDPR, copyright, and other legal or compliance issues which may arise from archives being catalogued.
- Provide support and guidance for staff delivering the Archive's public service, contributing to the delivery of archival best practice at all times, and respond to enquiries from researchers and visitors, both on site and remotely.
- Liaise with Trust staff and volunteers regarding our collections and their use in the Trust's programmes (e.g., exhibitions, online content, learning programmes, marketing and PR initiatives).
- In collaboration with the Marketing Team, contribute to the Archive's social media activities.

Other Duties

- Attend outside events to promote the Archive and Museum. This may involve working out of normal hours or at weekends with advance notice for up to four events per year.

- Take responsibility for your own health, safety and welfare, ensuring compliance with Trust's Health and Safety policies, procedures and safe systems of work
- Be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with the Trust's Equal Opportunities Policy
- Undertake to familiarise yourself with the data protection procedures set down by the Company as a result of the General Data Protection Regulation
- Actively and positively contribute to the success of the business in delivering your duties and any other business-related activities which may reasonably be requested

Knowledge, Skills, Experience and Attributes Required

- Postgraduate degree in Archives Management or Library/Information Science, or commensurate experience working in an archive environment (E)
- Experience of working in an archive cataloguing role (E)
- Excellent knowledge of cataloguing and metadata schema, e.g., ISAD(G), ISAAR(CPF) (E)
- Familiarity with Archive Standards including BS.4971, and The National Archive (TNA) Standard for Record Repositories (E)
- Demonstrable experience of using collections management databases such as Axiell Collections, Adlib, Calm, and of using search engines and Microsoft applications (E)
- Working knowledge of copyright, GDPR, and intellectual property rights (E)
- Commitment to maximising discovery and access to archives material (E)
- Experience of critically appraising and acquiring/rejecting material for collections (E)
- Ability to communicate effectively with stakeholders to achieve desired outcomes (E)
- Knowledge of preservation, conservation and handling of archival material
- Experience of handling archives enquiries (D)
- High level of organisational skill and attention to detail and accuracy (E)
- Self-motivated and proactive with a positive attitude, particularly when identifying service improvements (E)
- Highly user/visitor focussed, committed to providing a high-quality service (E)
- Experience of working with volunteers (D)
- Show a flexible, enthusiastic and positive attitude (E)
- Ability to learn/adapt to new technologies (E)
- Ability to carry out tasks that involve some physical effort and dexterity (D)
- Experience of writing for print, online content, social media and blogs (D)
- Interest in industrial/business/design/social history more widely (D)

Benefits

To support our staff both inside and outside of work, the Trust offers 26 days of annual leave per year (pro-rata for part-time employees) plus bank holidays. You will receive staff discounts in our gift shop and onsite café as well as a number of free tickets each year for friends and family to visit the Museum.

Employee well-being is paramount at the Trust, and we therefore offer enhanced occupational sick leave and pay as well as enhanced family-friendly leave and pay.

We operate an ad-hoc home working policy to allow for maximum employee flexibility, however, please note regular hybrid working is not available for this role.

Joining the British Motor Industry Heritage Trust as an employee will give you the opportunity to develop your career in a friendly and supportive environment while working for a charity dedicated at preserving and sharing Britain's automotive heritage.

Inclusion and Diversity Statement

As an organisation the British Motor Industry Heritage Trust is committed to eliminating discrimination and encouraging diversity amongst our workforce. We welcome applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.