

JOB DESCRIPTION

JOB DETAILS

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| Job Title | Senior Archivist |
| Team | Archive |
| Grade | 3 |
| Reports to | Head of House Curation |

IN A NUTSHELL

The purpose of this role is to represent, manage and promote the RSA's rich digital and physical archive, ensuring that it is integrated with other RSA activities, enabling greater access to our rich heritage through digitisation and living archive. This role also seeks opportunities to maximise income generation from our archival assets as appropriate. The postholder will lead on curating engaging and rich talks and tours relating to the archive and the history of the RSA engaging with various stakeholders.

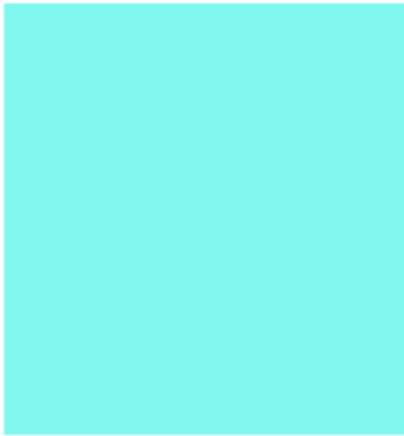
The Archivist is responsible for all aspects of archives management, including accessioning, cataloguing, collections care, and digital preservation in line with professional standards. The Archivist surveys backlogs of archives awaiting appraisal and cataloguing and implements plans to address legacy collections management issues.

CONTEXT

- The Archivist is an existing role leading on the day-to-day management of the RSA's Archive.
- This role works across the whole RSA and specifically within the House Curation Team which comprises, the Archive, Library and arts development in RSA House. This team sits within the broader Operations Team.
- Works closely with the hospitality partner to maximise event opportunities
- Works closely with the London Fellowship Engagement and Recruitment teams to leverage fellowship connection and recruitment opportunities.

SCOPE

- Financial: Ownership of the day to day Archive budget ensuring work is delivered to time and budget.



- Responsible for generating at least £15,000 of income per annum.
- Develops appropriate propositions for volunteering in the archive.
- Key internal contacts: Operations, Fellowship and Communications teams
- Key external contacts: Researchers, Professional Bodies and key relationships including JSTOR, Bridgemans, Soteria+ (MaxComms)

MAIN RESPONSIBILITIES

ARCHIVE DEVELOPMENT

1. Day to day management of all RSA's archive including all pieces across RSA House including fixtures and fittings as applicable and the strong rooms
2. Continue the development of the digital and physical Archive including the processing of appraising, accessioning, and cataloguing of material to professional standards.
3. Evaluate the current records and materials and ensure effective and efficient record-keeping systems and procedures are in place to ensure the Archive develops its digital strategy and mission
4. Ensure appropriate conservation and management of all archival materials and artefacts.
5. Ensure compliant and efficient record management including providing access to accurate records for a range of operational and strategic purposes and ensure that legal obligations for the creation and retention of records are met. Identify which records are to be preserved for historical and research purposes and which should be destroyed as per the Records and Retention Management Policy.
6. Working with key stakeholders, develop areas of interest and how content can be better curated for dissemination and increase income generation opportunities.
7. Arrange the acquisition and retrieval of records from internal stakeholders ensuring we keep a living record of all key RSA's history

EXTERNAL IMPACT

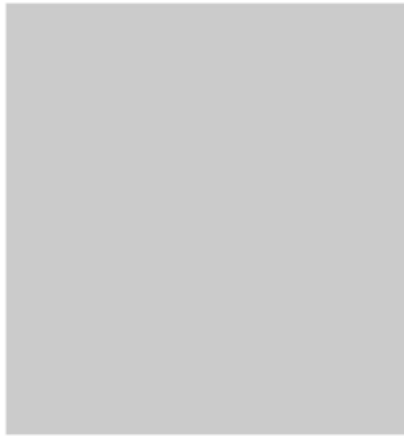
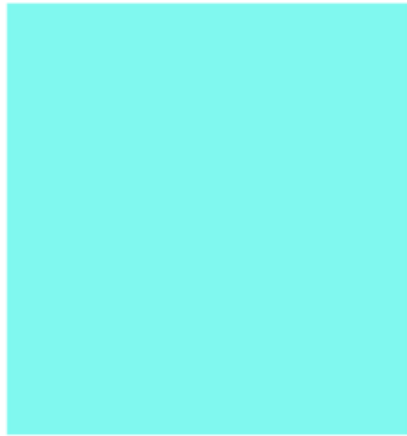
1. Develop deep relationships with key stakeholders working to bring the RSA's heritage to a wider audience by working with key donors and depositors



2. Management of all Archive contracts with external partners ensuring that they contain all key information where appropriate
3. Curate engaging and robust talks and conversations, tours, exhibitions regarding the RSA's Archive bringing its history to life
4. Manage all external relationships ensuring management of content dissemination and income generation through online resources such as 'JSTOR', 'ART UK' and other services
5. Identify and bid for funding to develop income streams for the RSA

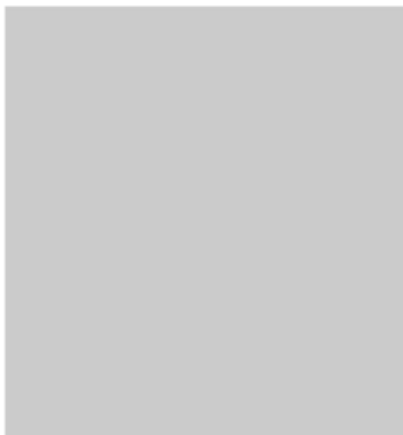
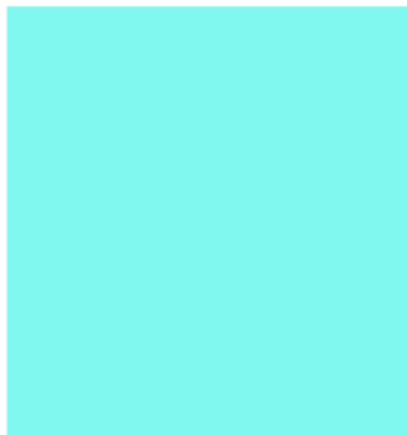
STRATEGY

1. Review, develop and implement key Archive related policies, procedures and processes.
2. Work with the Head of House Curation to develop the Archive's overall strategy to ensure the Archive makes lasting impact, engages with various stakeholders and is a reliable source of RSA's historic information
3. Keep up to date with current professional developments in Physical and Digital archive, records and information management.
4. Responsible for ensuring that Archive spending remains within budget, recording departmental income and expenditure and assessing future spending requirements to create great impact.
5. Working with the Head of House Curation to manage the strategic risks relating to the running of the Archive along with the archive and asset management plans for ensuring the archive is maintained and conserved.
6. Ensure the preservation and security of records through risk management of storage environments, business continuity planning and setting preservation policies for analogue and digital records, working with industry standards.



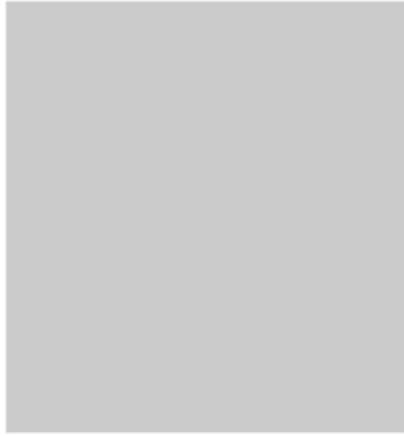
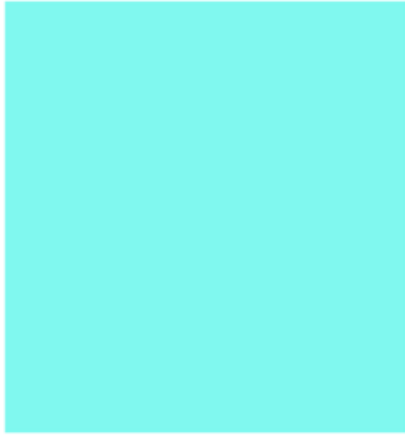
SUPERVISORY

1. Responsible for ensuring the RSA upholds its commitments to Diversity Equity and Inclusion.
2. May have supervisory responsibility for junior staff and volunteers including inducting, training, work allocation and guiding.
3. Accountable for any team or assigned departmental budget management including expenditure and any income targets.
4. Working with senior line management, ensure the team's compliance with internal policies and processes at the same time as intellectual property rights, copyright issues, GDPR, PCI, Gift Aid, copyright and other relevant governance regulations as required.



PERSON SPECIFICATION

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| Essential qualifications | <ul style="list-style-type: none">• Educated to degree level or recognised Archive related qualification/equivalent experience in archives administration or archives and records management |
| Essential knowledge | <ul style="list-style-type: none">• Knowledge of archival standards and ethics such as ISAD(G), Dublin Core and ISO Records Management Standards.• Good working knowledge of best practice in digital and physical archive management and development.• Working knowledge of relevant legislation and standards impacting upon the keeping and provision of access to records and archives both physically and digitally. |
| Essential experience | <ul style="list-style-type: none">• Experience of managing an Archive• Experience of managing a digitisation programme• Experience in archival processes and practices including acquisition, appraisal, accessioning and cataloguing.• Experience of working with cataloguing systems• Experience of working in collections care and with a variety of archival mediums such as microfilm, paper, manuscripts, large volumes and photography.• Experience managing income from digital dissemination routes from online resources such as JSTOR and similar.• Experience of working with stakeholders to share artefacts/heritage stories |
| Essential skills and abilities | <ul style="list-style-type: none">• Ability to work independently and autonomously• Strong team work and collaboration skills• Forward-thinking, with an ability to anticipate and prepare for changing uses of archived information• Excellent verbal communicators• Methodical, logical and organised, with excellent administrative skills• General IT skills and an interest in applying digital technology to archiving |
| Essential behaviours or qualities | <ul style="list-style-type: none">• Taking ownership and accountability for the RSA's day to day Archive activity• Example – encouraging curiosity for constant improvement• Example – creating equity in our work• Example – putting collaboration at the core of what we do• Commitment to the RSA's mission, values and core expectations.• Responsible for ensuring the RSA upholds its commitments to Diversity Equity and Inclusion. |



This job description is intended to be forward thinking and indicative rather than final and exhaustive. The listed responsibilities and key duties and tasks may develop and evolve over time. The RSA endeavours to keep substantial changes to a minimum and to promptly update this job description to take account of such developments.