

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Archivist
Responsible To:	Operations Manager
Salary:	£28,000 (Pro Rata £16,800)
Hours:	21 hours per week, flexible
Contract Period:	24-month part time fixed term contract

SUMMARY

Built in 1911, The Electric Palace is one of the world's oldest and least altered purpose-built cinemas and is one of only five working Grade II* listed cinema buildings in the country. Our heritage has national significance, and the cinema is a popular venue. The Cinema recently reopened (2022) following closure for extensive restoration work funded by The National Lottery Heritage Fund and Historic England.

As part of the restoration project, we undertook a scoping survey of our existing archive, which indicates that the collection is currently at risk. We are looking to recruit an Archivist to take a lead role in appraising, undertaking a condition survey, cataloguing, and identifying gaps in the archive. The Archivist will also work with our Education and Community Engagement Officer to help us open the archives up to the wider community and to develop a volunteer plan to manage the archive on a long-term basis. This role will be funded by a grant from The National Lottery Heritage Fund.

Documents within the collection include unique, irreplicable items such as the original architects' drawings and interior images from the cinema's early days. The Archivist will assess and advise on preserving these items.

The recent scoping report also indicates that the collection has the potential to play a unique role in cinema history and offers an opportunity for academic research into the development of volunteer activities.

Archivist specific actions are outlined in more detail below and in the associated project plan.

DIVERSITY

We recognise that our people are our strength and the diverse talents they bring to our workforce are directly linked to our success. We are an equal opportunity employer and place a high value on diversity and inclusion. We do not discriminate on the basis of any protected attribute, including race, religion, colour, national origin, gender, sexual orientation, gender identity, gender expression, age, marital or veteran status, pregnancy or disability, or any other basis protected under applicable law. In accordance with applicable law, we make reasonable accommodations for applicants' and employees' religious practices and beliefs, as well as any mental health or physical disability needs.

KEY RESPONSIBILITIES

The Archivist will work with the project manager and Trustees to develop a long-term management strategy for the archive.

1. Required Qualifications, Capabilities and Skills

- a) Relevant Post Graduate (Masters) Qualification.
- b) Prior experience and expertise in archiving materials and heritage assets required.
- b) Ideally the successful candidate will have experience and interest in cinematic assets and film.
- c) Proven ability to lead projects, work unsupervised and provide professional advice.
- d) Self-motivated, works well in a team environment to deliver against key objectives, capable of building relationships with key business partners internally and externally.

2. Archive Management

- a) Appraising and Cataloguing the Archive - The collection is currently unmanaged and requires a fairly high level of appraisal.
- b) Rationalising the Archive – The Post holder will work with Trustees and the Education and Community Engagement Officer to identify, fill in gaps and better understand the collection via a series of roundtable and community open events.
- c) Preserving the Archive - The Post holder will undertake a condition survey and make recommendations for conservation, including cleaning, repairs and improved storage.
- d) Storing and Managing the Archive – The Post holder will work with Trustees, the Project manager and volunteers to develop a long-term management plan.
- e) Interpretation - to include working with a film maker to interpret the archive; hosting or participating in a series of open days, screenings and talks.
- f) To work with the Education and Community Engagement Officer to develop community resources from archival material.
- g) Digitizing the Collection -The Post holder will work with volunteers to develop processes for digitizing the collection and making it available to the public.

3. Managing Volunteers

- a) Working with a consultant to develop a volunteer plan.
- b) Managing collection and conservation volunteers and interns.
- c) Working with Volunteers to develop research projects.

4. Publicity and Promotion

- a) Work with the Operations Manager and Community and Education Officer to promote activities around the archive.

5. Other

- a) To undertake any other duties commensurate with the post that shall from time to time be determined by the Electric Palace.
- b) The successful candidate will be required to have an enhanced DBS check.
- c) To work with partner organisations to develop volunteering, work experience and internship opportunities.
- d) To ensure that sustainability objectives are considered when implementing all aspects of the project.

ADDITIONAL INFORMATION

The Post holder will report to the Operations Manager.

The Post holder will be required to attend the Electric Palace Cinema when necessary. Time will also be spent at the current location of the archive in Parkeston. Initially the Post-holder may work from home, or another appropriately agreed location. Their time will also be spent off-site in the wider community.

The Post holder's hours will be 21 hours to be worked within normal office hours Monday to Friday. Occasional weekend and evening work may be required in which case time off in lieu will be given. There will be a holiday allowance of 28 (including bank holidays) days pro rata per annum.

INTERVIEW PROCESS

Post advertised: 13th April 2024
Deadlines for applications: 6th May 2024
Shortlisting applications: 7th - 9th May 2024
Applicants notified: 10th May 2024
Interviews: 20th – 25th May 2024
Post start: June 2024

Interviews may take place at the Electric Palace Cinema or at another location in Harwich.

APPLICATION PROCESS

To apply for this post, please submit a CV and a letter of application addressing how you meet the person specification attached with this job description. Submissions and further enquires should be made via email to the following address jobs@electricpalace.com .

This role has been made possible thanks to The National Lottery Heritage Fund and National Lottery Players.



Archivist

PERSONAL SPECIFICATION AND QUALIFICATIONS

		Essential	Desirable
1	First degree in a relevant subject	X	
2	Postgraduate (Masters) qualification	X	
3	Relevant experience in a similar role	X	
4	Excellent organisational, planning and time management Skills	X	
5	Experience working with heritage collections or archives	X	
6	Self-motivated and able to work independently as well as part of a team	X	
7	Strong knowledge of social, cultural and cinema history	X	
8	Excellent communication skills at all levels	X	
9	Good IT skills able to use digital media and materials to deliver educational activities	X	
10	An interest in film	X	
11	Safeguarding training		X
12	Experience and enthusiasm for co-creating heritage and working with volunteers	X	

CONDITIONS OF SERVICE

Salary: £28,000 (£16,800 Pro Rata) per annum for 21 hours per week. Where additional hours are undertaken, time off in lieu will be given.

Holidays: Pro rata entitlement to full time equivalent of 28 days including bank holidays.

Pension: Workplace pension scheme.

Appraisal: This post is subject to regular appraisal.

