

## **JOB DESCRIPTION**

**Role / Title:** Archivist

**Reports to:** Head of ROH Collections

**Manages:** Volunteers, and casual staff and work placements as required

**Liases with:** All ROH departments, off-site storage facilities, shipping companies, conservators, special suppliers

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### **Overall Purpose of the Job:**

This Archivist will participate in the full range of activities to ensure the preservation, management, and development of, and engagement with, the ROH Collections. They will join the ROH Collections team which comprises the Head of Collections, three Archivists and a Collections Assistant.

They will develop and maintain a detailed knowledge of the Collections and use this knowledge to appraise and acquire new material to enhance the Collections. They will undertake activities to ensure the care and preservation of the collections stored at Covent Garden and Egham, and take particular responsibility for managing the collections at Thurrock. They will catalogue collections to agreed standards using the Adlib database and contribute to the development of the online catalogues. They will encourage access by developing and participating in public engagement activities and providing relevant information and reader services for internal and external users.

### **Key Responsibilities:**

#### *Acquisitions:*

- Identify and appraise material offered to Collections in relation to the Acquisition and Disposal Policy.
- Manage the deposit of materials from ROH departments, appraising material and liaising with relevant departments to ensure regular transfers.
- Oversee the donation and purchase of materials, managing donor relationships and preparing necessary legal documents.
- Participate in development of a Digital Archives policy, preservation and procedures.

#### *Collections Management:*

- Undertake the full range of activities to ensure the care, management and preservation of the collections stored at Covent Garden, Thurrock and Egham.

- Deliver day to day management of the store at Thurrock including weekly site visits, managing relationships with site staff and contractors, monitoring of environmental conditions, pest management, building maintenance and cleaning.
- Oversee the management and preservation of the costume and accessories collections held at the store in Thurrock, including maintaining accurate location records.
- Contribute to the development of Disaster Recovery plans for all sites with particular focus on the Thurrock store.
- Undertaking the repacking of collections, source specialist preservation materials, liaise with conservators and participate in preservation projects as required at all stores.
- Work with colleges to create and lead a volunteer engagement project based at the Thurrock store to rehouse and preserve collections.

*Cataloguing:*

- Contribute to development of the cataloguing structure.
- Catalogue and digitize a full range of archive and object collections as identified by the Head of Collections, to in-house standards and using Adlib.
- Lead on cataloguing and digitization of the collections housed at the Thurrock store.
- Maintain and develop in-house cataloguing standards.
- Participate in development of online catalogues and digital resources.

*Public Engagement:*

- Develop and participate in the full range of public engagement activities to promote awareness of and access to Collections.
- Lead on creation of social media and website content from Collections. Liaise with Digital Teams and act as point of contact for department.
- Research and write content for website, social media and intranet, participating in the development of digital resources.
- Contribute to ROH, national and international archive/ heritage initiatives.
- Contribute to displays, ROH publications, live events, talks and workshops.

*Information / Reader Services:*

- Deliver timely, accurate and relevant information and reader services for internal and external users.
- Research and answer enquiries, and assist and supervise researchers.
- Manage digitization requests, including dealing with copyright and licensing issues.

*Historic Building Management:*

- Monitor the collections on display in the theatre and the Grade I listed areas of the theatre in collaboration with the Collections Assistant. Complete weekly checks, monitor environmental conditions and liaise with Facilities teams and Head of Collections.

*Relationships:*

- Manage and direct the work of volunteers, casual staff and work placements as required, providing support and encouragement.
- Develop effective working relationships with ROH departments, contractors and stakeholders.

*External Advocacy:*

- Represent the ROH and the interests of Collections both within the organization and externally. Deputizing for the Head of Collections where necessary.
- Maintain knowledge of professional developments and initiatives. Attend conferences, training course and special interest groups.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

## **PERSON SPECIFICATION:**

### **Minimum Skills, Knowledge and Experience:**

- A postgraduate qualification in Archives Administration/Management.
- Considerable experience of working in archives, preferably special collections.
- Experience of appraising and acquiring new material for collections.
- Experience of managing collections and storage areas, and identifying conservation needs.
- Experience of cataloguing collections to professional standards using ISAD(G) and experience of cataloguing databases, ideally Adlib.
- Experience providing public engagement activities and digital resources.
- Experience of providing information and reader services.

### **Other Essential Skills, Knowledge and Experience:**

- Ability to deal effectively with a wide range of people including members of the public, the press, potential donors.
- Knowledge and understanding of current issues facing the archive and heritage sector.
- Outstanding written and verbal communication skills.
- Ability to work independently as well as in close collaboration as part of a team.
- Experience of supervising specialist and non-specialist staff, volunteers, maintenance and removal personnel.
- Ability to promote effective teamwork and harmonious working relationships at all levels.
- Highly proficient Microsoft Office user, digitisation skills and experience of using website software.
- Excellent planning and time management skills, able to demonstrate drive and ability to prioritise and work to tight deadlines.
- Strong project management skills.
- Ability to complete projects with high level of accuracy and attention to detail.
- Judgement and discretion to deal appropriately with confidential and sensitive information.

### **Desirable Knowledge/Skills and Experience:**

- General knowledge of and interest in the history of opera and ballet, the Royal Opera House and its companies.

### **Job requirements:**

- Ability to work at heights and lift heavy loads.
- Flexibility to work off-site and independently, with occasional evening and weekend work.