

JOB DESCRIPTION

Role / Title:	Archives Apprentice Level 3 Library, Information and Archive Services Assistant Apprenticeship
Duration:	2 years
Reports to:	Head of ROH Collections
Liases with:	Archivists, casual staff, volunteers and work experience placements, ROH departments, conservators, specialist suppliers

What are Archives?

Archives are collections of information contained in a variety of documents and objects. The Royal Opera House's archives are called the ROH Collections. These are the organisation's memory and tell us about the history ballet, opera, and theatre at the Covent Garden site since 1732. The archives and historic objects in the Collections include business papers, programmes, posters, costumes, designs, photographs, and art works.

Purpose of the Apprenticeship:

The Archives Apprenticeship is an opportunity to join the team who manage the ROH Collections and develop many of the skills needed to collect, care for and document archives and historic objects, and help users access and engage with the ROH's collections and history.

What is involved?

You will be based at the Royal Opera House, Covent Garden, but you will also work at the offsite store in Purfleet. Occasional weekend and evening work will be required.

- You will study for a Library, Information and Archive Services Assistant Standard.
- You will work on average 40 hours per week in the role.
- One day a week will be allocated to college work, the day will be scheduled flexibly to fit with college and department requirements.
- You will participate in the full range of activities to ensure the management, preservation, and development of the Collections, enabling users to access and engage with the Royal Opera House's archives, history, and art forms, including:
 - Researching and answering enquiries, and assisting researchers
 - Helping with public engagement activities
 - Assisting with the care and preservation of the collections housed at Covent Garden and the offsite stores
 - Entering information about archives into the Cataloguing Database and details of performances into the Performance Database.

- As part of the apprenticeship, in your second year there will be the opportunity to spend time in the archive departments of other organisations.
- You will be supported throughout the apprenticeship by a college assessor, Collections staff and the ROH Apprentices Team.

Who will you be working with?

You will work with:

The ROH Collections team; the Head of Collections and the three Archivists. You will also occasionally work with:

- Volunteers, students, and work experience placements
- Members of the Exhibitions and Events teams based in the Learning and Participation Department
- Researchers and other members of the public that access the collections

What you will do in the workplace during the Apprenticeship:

Information and Research Services:

- Provide access to the Collections by researching enquiries from ROH staff and external users and assisting researchers.
- Digitise archival material and organise photography as required, including helping with copyright and licensing issues.

Public Engagement:

- Participate in the full range of public engagement activities to promote awareness of and access to the collections.
- Research content for ROH social media, website, intranet, and publications.
- Contribute to public events, talks and workshops, and support the creation of exhibitions and displays.

Collections Care and Preservation:

- Assist in the care and preservation of the collections housed at Covent Garden and the offsite stores in Purfleet, including regular site visits.
- Participate in the regular monitoring of the Grade I listed areas of the theatre and the check the condition of archives and objects on permanent display.
- Repackage the Opera Production Photographs and participate in preservation projects as required at all stores.
- Assist volunteers with the boxing and filing of programmes and press cuttings.

Cataloguing/ Data Entry:

- Enter details of performances into the Performance Database following in-house cataloguing rules and ensuring accuracy.
- Record information about ROH programmes and Opera Production Photographs in the Cataloguing Database following in-house cataloguing rules and ensuring accuracy.

Acquisitions:

- Assist with the acquisition and processing of new material to be added to the ROH Collections.
- Print and file Stage and House Managers' reports and schedules.

Minimum/ Essential Requirements:

- You must be 18 years old or over on 2nd September 2024.
- You must not have completed a degree or equivalent level qualification in the UK or elsewhere.
- You must have work authorisation for the UK.
- Willingness and ability to work at offsite stores and at evening and weekend events.

What we are looking for in an Archives Apprentice:**Skills, Knowledge and Experience:**

- An interest in working with and caring for archives and historic objects, including documents, programmes, photographs and costumes.
- An enthusiasm to learn about the Royal Opera House's history, current activities, opera and ballet.
- Good literacy and communication skills.
- A commitment to providing high level customer service to internal and external users.
- The ability to use your initiative and to work independently and as part of a team.
- Good organisational skills; you must be capable of working on repetitive tasks and to deadlines.
- Good accuracy and attention to detail.
- Good IT skills with a knowledge of Outlook, Word, and Excel.

Some other requirements:

- Ability to work at heights.
- Ability to handle archives with care and respect.

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