

JOB DESCRIPTION

Job Title: Archivist

Grade/Salary: : £26999 - £33799

Location: Library of Birmingham, Centenary Square, Birmingham

Reporting to: Executive Director

Responsible for: Freelance workers, volunteers

Type of Contract: Full time (37.5 hours), fixed term

Period of Employment: 65 weeks fixed term contract

The post has been made available through HLF funding.

Introduction to organisation

Sampad's mission is to connect people and communities with South Asian and British Asian arts and heritage and to play a cutting-edge role in the creative economy. Sampad believes in the power of arts and heritage to impact widely on all communities – breaking down barriers, raising important issues, amplifying unheard voices and bringing people from all walks of life together. We support, commission and co-produce a huge variety of arts and heritage activities inspired by diverse artforms that originate from India, Pakistan, Bangladesh and Sri Lanka.

We receive kind support from Arts Council England and Birmingham City Council and work closely and strategically with [Midlands Arts Centre](#), where we are based.

Background to post

Sampad, in partnership with Birmingham Archives & Collections at the Library of Birmingham, has been awarded a grant by the National Lottery Heritage Fund to deliver a new project which explores Commonwealth Migration to Birmingham through a collection of photographs taken in a photography Studio in Balsall Heath. The project ***'From City of Empire to City of Diversity: A Visual Journey'*** will see 10000 photographs from Ernest Dyche's photography studio, held in Birmingham Archives & Collections described and preserved so that they can be used during the project to inform interpretations and activities, and in the long-term be accessible and available to everyone

To celebrate the Commonwealth Games coming to Birmingham in 2022, the project will deliver an activity and learning programme, that this role will make possible, to bring the collection to life and help increase engagement with this unique collection.

JOB PURPOSE

To describe and contextualise the Dyche Collection, working together with the Conservator and volunteers to ensure its long-term preservation

DUTIES & RESPONSIBILITIES

1. Appraising, sorting, and cataloguing the Dyche collection.
2. Working closely with the project manager, curators and other project staff/volunteers to identify material in the collection for the exhibitions, and activity and learning programme.
3. Supervision of support staff and volunteers; training and advising staff in areas of specialism, and assisting senior staff/volunteers in general training.
4. Assisting with the appraisal of the conservation needs of this collection, and liaising with conservation staff in respect of appropriate treatment.
5. Supporting outreach and promotional activities, including the preparation of exhibitions and publications and the delivery of talks.
6. To have an understanding of Equal Opportunities Policies and Procedures, together with all relevant Health and Safety regulations.
7. To maintain an appropriate level of knowledge and expertise to ensure effective performance in the post, to include detailed knowledge of national archival standards and legislation
8. Any other duties commensurate with the grade of the post that may, from time to time be required.

OTHER SPECIAL CONDITIONS

Hypoxic and Temperature Controlled Areas

The post holder will be required to work within the specialist storage facilities within the Library of Birmingham – to include hypoxic (lower oxygen) and temperature controlled areas. Health & Safety procedures will be developed and the appropriate training and equipment provided.

Hours: 37.5 p/week

Annual Leave: 20 days p/year (pro rata)

Overtime: Sampad does not pay extra for any overtime undertaken by employees, but uses Time off in Lieu (TOIL).

Equal opportunities: Sampad is an Equal Opportunities employer

Pension: Sampad offers an pension scheme and contributes 4% with a minimum of 4% required from employees