**Current Opportunities**

**Position:** Archive & Research Centre Manager

**Pay:** £25,440 - £30,178 per annum dep on experience

& qualifications

**Job type:** Permanent full time role

**Working hours:** 37 hours per week

**Working pattern:** 8:30 – 17:00 Mon – Thu, 8:30 – 16:30 Fri

**About the role**

Culture Coventry are looking for a highly motivated archivist, capable of developing Coventry’s archive services into a user focused facility that is engaging to our local communities. You will be passionate about opening archives in new and interesting ways, with an understanding of sustainability strategies for the future of archive services.

Coventry Archives & Research Centre (CARC) is uniquely placed within a busy cultural destination with an exciting five year plan for growth, through innovative audience engagement. You will be part of a highly creative team working together to create large scale public programming of which the archives will have a role in delivering.

This role is a fantastic opportunity for an experienced archivist to lead the CARC team through a development phase that will focus on promoting the services and providing greater access and engagement for all public users. Whilst ensuring that the CARC maintains its status as an approved Place of Deposit for public records and achieves the UK Archive Service Accreditation standard.

**About the organisation**

Culture Coventry Trust is one of Britain’s most exciting arts and heritage organisations. Our mission is to be Coventry’s leading arts and cultural organisation, which we aim to achieve through collaboration with cultural partners and the local community, helping to ensure Coventry appreciates and celebrates its rich history and diversity, as a recognised centre of national significance. The Trust therefore plays a unique role in Coventry’s cultural development and is actively taking part in the Coventry City of Culture bid for 2021.

Within the Trust we have Coventry Transport Museum, The Herbert Art Gallery & Museum and the Old Grammar School, which are all situated in the heart of Coventry and the Lunt Roman Fort less than three miles away on the outskirts of the City. We support a regular programme of events, exhibitions and educational sessions and workshops, and attract over 700,000 visitors of all ages per year.

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| **We are looking for candidates who have:*** Knowledge of the statutory framework for working within a place of deposit for public and local authority records, regarding Data Protection, Freedom of Information Act and Intellectual Property Act
* Experience of managing a History Centre/Record Office/Archive Service
* A track record of success in leading change/service transformation
* Knowledge of current standards relating to archive and local studies collections care and management
* An understanding of the value of local heritage
* Experience of working with community groups and supporting volunteers and students
* A recognised professional qualification in archives administration or records management
* A degree in a relevant subject
* A high level of competence in using IT in an archive service context, such as: Adlib
* Excellent organisational skills, with a methodical and accurate approach to work.
 | **Key responsibilities will include:*** Responsible for the day to day operational and professional management of CARC and its collections to ensure the delivery of a high quality and effective customer service.
* Manage and develop CARC to ensure all relevant legal, statutory and other obligations are met for the archives and local studies provision.
* Develop and maintain effective networks and partnerships with new and existing stakeholders to keep abreast of emerging opportunities, support best practice and develop income streams.
* Input into the Audience Engagement Strategy as part of the large scale public programming to further engage and increase public access to the archives.
* Supervise and support volunteers and students in the local community to support collections management tasks and events.
* Collate data and report on key performance indicators for CARC as part of development plans.
* Ensuring appropriate collections care and development for new and existing documents, such as storage space, environment, cataloging etc.
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**Please note this post will be based at the Herbert Art Gallery & Museum, but you may be required work across other Culture Coventry sites from time to time.**

**Closing date for applications:** 13th April 2017 **Interviews to be held on::** 26th April 2017