**Current Opportunities**

**Position:** Coventry Archives Assistant

**Pay:** £17,120.68 (pro rata)

**Job type:** Part - time

**Working hours:** 10.5hrs worked 12.30pm - 4.00pm Wed-Fri

**About the role**

This is a fantastic opportunity to gain further experience in all aspects of archive and local studies library work based within a museum setting at the Herbert Art Gallery & Museum in Coventry, which will include both front desk and behind the scenes work. You will be given every opportunity to develop your skills and build your professional experience, to enable you to develop a career in the heritage sector.

**About the organisation**

Culture Coventry Trust are one of Britain’s most exciting arts and heritage organisations. Its mission is to promote innovative and creative arts activities in ways which help to establish them as a significant part of people’s lives. The Trust supports a regular programme of exhibitions, educational workshops and performances and attracts over 700,000 visitors of all ages per year.

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. Therefore the Trust plays a unique role in Coventry’s cultural development and is actively taking part in the Coventry City of Culture bid for 2021.

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| **We are looking for candidates who:*** Are able to show a strong interest in libraries and record offices, with a good knowledge of the resources they offer.
* Can demonstrate strong communication skills, with the ability to adapt their communication style when handling public enquiries.
* Have good organisational skills, to enable methodical working in accordance with procedures.
* Can establish a keen attention to detail, ensuring accurate record keeping and data entry on our Adlib database.
* Is able to work well independently as well as part of a team, using initiative and provide support to colleagues when required.
* Are positive and flexible with a ‘can do’ attitude.
* Can exhibit experience of either working/volunteering in a library or archive setting.
* Have an understanding and knowledge of history and an interest in a career working within a library or record office.
* Have a relevant degree or equivalent level qualification
 | **With the guidance of and in consultation with members of the Coventry Archive, the main areas of responsibility will be:*** Supporting the delivery and development of Coventry Archives as a part of the wider Culture Coventry service;
* Document, archive and library collections as well as assist with cataloguing records onto a collections management system;
* Develop basic preservation and handling techniques and assist with all aspects of collections care;
* Maintain and update library catalogues and pamphlet collections; and
* Assist in the day-to-day operation and collections management of the Archives, dealing with public enquiries, in person, via email and phone and general administrative duties.
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**Closing date for applications : Tuesday 19th March 2019**

**Interviews to be held on : w/c 25th March 2019**