

JOB VACANCY



CULTURE COVENTRY TRUST

Job Title

Archives Assistant

Description

About the role

This is a fantastic opportunity within Coventry Archives 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. 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.

We are looking for candidates who:

Can show a strong interest in libraries and record offices, with a good knowledge of the resources they offer. You must demonstrate effective communication skills, with the ability to adapt your communication style when handling public enquiries. It is also important to have good organisational skills to enable methodical working in accordance with procedures.

Reference Number:

CCT AA1

Closing Date:

20th May 2022

Department:

Coventry Archives

Hours:

20 hrs a week

Rate of Pay:

£9,907 – £10,060 pa pro rata

People from Black, Asian and Ethnically Diverse backgrounds, disabled, deaf and neurodivergent people are under-represented in our workforce, so we particularly encourage applications from candidates in these groups.

Benefits

- Great development opportunities
- FREE entry to venues
- FREE health and fitness membership*
- FREE health and fitness membership for a family member or friend*
- FREE uniform for applicable roles
- FREE training for applicable roles
- DISCOUNTS on Centre activities*

(*not applicable to casual workers)

Find out more:

For the latest job vacancies and application details visit www.cvlife.co.uk

If you have any enquiries, please contact our Human Resources Team by emailing vacancies@culturecoventry.com

Pride

Passion

Performance

Centre AT7 - Coventry Archives - Coventry Transport Museum - Herbert Art Gallery & Museum - Lunt Roman Fort - Mana Spa - Moat House Leisure & Neighbourhood Centre - The Alan Higgs Centre - The Wave - Xcel Leisure Centre

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