

## CULTURE COVENTRY TRUST

### Job Title

# ARCHIVES MANAGER

### Description

#### About the role

CV Life are seeking to appoint a highly motivated Archivist, to lead Coventry's Archive team and manage the development of services to ensure that it is a user focused facility which 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 the Herbert Art Gallery & Museum. You will be part of a highly creative team working together to create and deliver large scale public programming.

This role is a fantastic opportunity for an experienced Archivist to lead the CARC team 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.

Interviews will be held week commencing 22<sup>nd</sup> August 2022.

#### Reference Number:

CCT ARC MGR

#### Closing Date:

7<sup>th</sup> August 2022

#### Department:

Archives

#### Hours:

37 hpw

#### Rate of Pay:

£25,713 - £31,708 per annum  
depending on experience

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](http://www.cvlife.co.uk)

If you have any enquiries, please contact our Human Resources Team by emailing [vacancies@culturecoventry.com](mailto:vacancies@culturecoventry.com)