

Brass Bands Archivist

Job Title	Brass Bands Archivist
Contract	Part Time Fixed Term 21 hours per week (0.6) from January to December 2026.
Location	Based at Heritage Quay, University of Huddersfield and, occasionally, BBE offices in Barnsley. Remote or hybrid working is not suitable for this role. Preference for working on a Monday and / or Thursday to fit with other members of the project team
Salary	£30,322 pro rata (£12,129)
Place in Organisation	Reports directly to the Heritage Programme Manager
Works closely with	University Archivist Heritage Quay on a day-to-day basis, Heritage Programme Manager, Heritage Programme Officer, Heritage Marketing Officer

About the Role

This fixed-term opportunity is ideal for a candidate with some experience working in archives. You'll work closely with our Heritage Programme Manager and Heritage Quay's University Archivist on the ongoing management of [The Brass Bands Archive](#) collection.

How to apply

Applications can be submitted via the [Brass Bands Archivist](#) application form. As part of this form, you will need to provide a covering letter (up to 500 words) detailing your suitability for the role, and upload an anonymised CV.

Candidates will be shortlisted on the basis of the person specification.

Please ensure that your suitability in reference to this criteria is addressed in your application. If you require any further information about the role please contact jobs@bbe.org.uk in the first instance.

Applications close on **Monday 3 November at 9am**, with interviews held at Heritage Quay (Huddersfield) **Wednesday 12 November**.

Tasks and responsibilities

The key tasks and responsibilities for this role are:

To manage the Brass Bands Archive

- To undertake any necessary arrangement, appraisal, description and cataloguing of physical and digital archive collections to international standards.
- To undertake a range of preservation activities including cleaning and reboxing.
- To develop expert collections knowledge in designated and wider subject areas, including access to printed and electronic information sources, in order to enhance cataloguing, satisfy in-depth enquiries and provide guidance on sources.
- To collaborate with the Marketing and Communications team to promote and publicise the archive.
- To instruct and supervise volunteers in the research, digitisation and repackaging of material.
- To take responsibility for processing, appraising and securing new donations to the archive, and identifying potential future projects or stories to share
- Answer and reply to public enquiries about the collection
- Any other duties pertinent to the role

Person Specification

Relevant Experience	Essential	Desirable
An ARA accredited qualification in archives management, or equivalent experience.	●	
Working or volunteering in an archives or records management service	●	
Experience of undertaking enquiry work	●	
Experience of cataloguing to international standards	●	
Experience in IT and database use	●	
Experience of assisting the digitisation of archival materials and managing associated metadata	●	
Experience of heritage outreach activities		●
Experience supervising volunteers or staff, and delivering relevant training		●
Managing a heritage project and working to set deadlines		●
Experience or knowledge of policy development and implementation		●

Knowledge	Essential	Desirable
Knowledge of appropriate legislation, standards and best practice	●	
Knowledge of relevant copyright legislation	●	
Knowledge and enthusiasm for the brass banding sector, and brass band musical repertoire		●
Skills	Essential	Desirable
An ability to manage multiple demands and prioritise effectively	●	
Excellent interpersonal and communications skills (written and oral)	●	
A commitment to good customer service	●	
An ability to work independently, and as part of a team and to act professionally and respectfully at all times	●	
The ability to manage individual workload effectively, with a flexible approach	●	
The ability to solve problems creatively and in a way that minimises impact on the wider project	●	
The initiative and confidence to propose and implement new ideas	●	
Role Requirements	Essential	Desirable
A desire to increase engagement with heritage collections.	●	
The role itself includes moving moderate weights, working at height and accessing under eaves storage.	●	
Commitment to equality, diversity and inclusion	●	
Ability to travel between working sites as required (can be by public transport)	●	