

Unit 12, Maple Estate
Stocks Lane
Barnsley
South Yorkshire
S75 2BL

1. POSITION

- 1.1 Job Title: Archive Project Assistant**
- 1.2 Company: Brass Bands England**
- 1.3 Location: National Office (Barnsley)**
- 1.4. Hours of Work Full Time - 35 hours per week**
- 1.5 Salary Fixed-term project fee of £3,600 for a 2-month period**

Brass Bands England is committed to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the brass band sector, and the culture sector as a whole. Click [here](#) find out more about BBE's Equality, Diversity and Inclusion work.

2. PLACE IN ORGANISATION

Reports directly to the Relationship and Partnership Development Manager and should present monthly reports relating to job activity.

3. GENERAL

This project role has been created to manage the arrangement and cataloguing of brass band archive material, to manage the digitisation of selected materials and using the materials to engage our audiences in a digital environment. prior to the archive's move to Heritage Quay at the University of Huddersfield. It will suit an individual working towards a qualification in archives and/or records management, or who has recently qualified in the area.

4. DESCRIPTION OF JOB CONTENT

4.1 Objectives

- To assist the Archive Project Officer in undertaking arrangement, appraisal, description and cataloguing of archive collections to international standards and within agreed timescales.
- To assist the Archive Project Officer in undertaking a range of preservation activities including cleaning and reboxing, and to identify and manage the outsourced conservation treatment of individual items, including digitisation and repair.

- 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 assist the Archive Project Officer in instructing and supervise volunteers where necessary.
- To collaborate with the **Digital Marketing, Communication and PR Manager** to promote and publicise the archive.
- To undertake any other duty pertinent to the post.

4.3 Person Specification

The Archive Project Assistant should possess:

- Experience of working or volunteering in an Archives or Records Management Service.
- Experience of undertaking enquiry work.
- Experience of cataloguing to international standards.
- An ability to manage multiple demands and prioritise effectively.
- Experience in IT and database use.
- Knowledge of appropriate legislation, standards and best practice.
- Experience of assisting the digitisation of archival materials and managing associated metadata.
- Excellent interpersonal and communications skills (written and oral)
- An ability to work independently, and as part of a team and to act professionally and respectfully at all times.
- An ability to move moderate weights such as archive boxes.
- (Desirable) Knowledge and enthusiasm for the brass banding sector, and brass band musical repertoire.

I understand and accept the above Job Description.

(Job Holder) _____ (Date) _____