

Assistant Archivist Job Description and Person Specification

Type of contract: part time at 3 days/week; permanent

Salary: £27,000 per annum, pro rata

Working hours: 21 hours per week, to be worked Tuesday, Wednesday, and either Thursday or Friday: 9:30am to 5:30pm

Leave entitlement: 20 days

Generous pension scheme

Location: Burlington House, Piccadilly

Applications should comprise a cover letter outlining suitability for the position, together with a brief CV, and be sent to the Head of Collections, Dr Isabelle Charmantier, via email: hr@linnean.org

Deadline for applications: Sunday 9th November 2025

Provisional interview date: Monday 24th November 2025

THE LINNEAN SOCIETY

The Linnean Society of London is the world's oldest active society devoted to natural history. Founded in 1788 by Sir James Edward Smith (1759–1828), the Society takes its name from the Swedish naturalist Carl Linnaeus (1707–1778), whose botanical, zoological and library collections have been in our keeping since 1829. These unique collections of scientific importance are enriched by the Society's own library and archives.

JOB DESCRIPTION

The post-holder will be responsible for providing support to the Collections team in facilitating access to our collections through dealing with enquiries, assisting researchers in the reading room and visitors to the exhibition, taking part in outreach activities, and cataloguing work.

This post will report to the Archivist.

Primary responsibilities:

- Ensuring the delivery of a high-quality information service to researchers face-to-face, via email, letter or telephone and undertaking research as required. This will include liaising with the Society's Head of Collections, Archivist, Librarian, and Digital Assets Manager to ensure provision of a fully integrated information service across the entirety of the Society's collections. This will also include invigilation of the reading room.

- Promoting the history, importance and use of the Society's archives and manuscripts to researchers and the public, for example through tours, blogs, talks and displays.
- Liaising with the Society's Education team to increase the use of relevant items from the collections for educational material, activities and projects.
- Cataloguing material from the Collected Archives (including manuscript items and discrete collections) to agreed levels and to ISAD(G) standards in CALM and other systems as required.
- Handling enquiries regarding potential archival donations.
- Liaising with the Society's Conservator on the conservation needs of the collections and assisting with basic remedial work as required.
- Shelving of material around the Library.
- Participating in audits of the collections.
- Assisting with the management of any volunteers, interns or students.
- Undertaking any other duties as may reasonably be required, including from time to time volunteering at Linnean Society evening and weekend events.

PERSON SPECIFICATION

Essential

Qualifications

Candidates must have a recognised postgraduate archive qualification or equivalent

Experience

Candidates must have a minimum of one year's hands-on experience including:

Cataloguing complex collections to professional standards

Handling and cataloguing 18th and 19th century archival materials

Using online archival cataloguing systems

Using and contributing to a variety of web based resources

Using a variety of IT applications

Desirable

A degree in history, history of science, life sciences or conservation

Using CALM for Archives

Using digitisation processes for archives

Delivering talks, displays and exhibitions

Managing staff and/or volunteers