

Assistant Archivist Job Description and Person Specification

Duration of contract: 18 months, part time at 3 days/week

Salary: £15,000 pro rata (full time equivalent of £25,000 per annum)

Working hours: 21 hours per week, to be worked Tuesday, Wednesday, and either Thursday or Friday: 9:30am to 5:30pm with an unpaid break of 1 hour for lunch.

Leave entitlement: 20 days
Generous pension scheme.

Location: Burlington House, Piccadilly

Deadline for application: Wednesday 29 March 2023

Provisional date for interviews: Friday 21 April 2023

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, 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.
- 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.
- Promoting the history, importance and use of the Society’s archives and manuscripts through presentations, displays and tours and engaging with researchers and the wider public.
- Liaising with the Society’s Events and Communications Manager to promote the manuscripts and archives through the Society’s website, blogs, etc., in order to reach a wider audience and further public engagement.
- Liaising with the Society’s Education team to increase the use of relevant items from the collections for educational material, activities and projects.
- Shelving of material around the Library.
- Participating in audits of the collections.
- Undertaking any other duties as may reasonably be required.

PERSON SPECIFICATION

Essential	Desirable
<p>Qualifications Candidates must have a recognised postgraduate archive qualification or equivalent</p>	<p>A degree in history, history of science, life sciences or conservation</p>
<p>Experience Candidates must have a minimum of one year’s hands-on experience including:</p> <p>Cataloguing complex collections to professional standards</p> <p>Handling and cataloguing 18th and 19th century archival materials</p> <p>Using online archival cataloguing systems</p> <p>Using and contributing to a variety of web based resources</p> <p>Using a variety of IT applications</p>	<p>Using CALM for Archives</p> <p>Using digitisation processes for archives</p> <p>Delivering talks, displays and exhibitions</p> <p>Managing staff and/or volunteers</p>

<p>Skills and abilities</p> <p>Good written English skills</p> <p>Knowledge and experience of cataloguing to ISAD(G) standards</p> <p>Demonstrable bibliographic research skills</p> <p>A knowledge of relevant legal requirements – copyright, data protection, etc.</p> <p>Excellent communication skills</p>	<p>Knowledge of Latin and palaeography</p> <p>A reading knowledge of at least one other European language</p> <p>An awareness of information resources relevant to the Linnean Society’s core subjects</p> <p>Experience in business writing, such as policy documents, formal reports and grant applications</p>
<p>Project management skills</p> <p>Ability to work under pressure and to deadlines</p> <p>Ability to work independently as well as collaboratively within a small team</p>	
<p>Personal</p> <p>Commitment to the highest professional standards</p> <p>Knowledge of and commitment to the Archivists’ and Record Managers’ code of practice</p> <p>Meticulous attention to detail</p> <p>Commitment to excellent customer service</p>	<p>An interest in the natural sciences</p>