Job Description

Project Archivist
Full-time, Fixed-Term Contract (24 months) based in Central London, WC1
Salary: £26,520
Responsible to: Senior Archivist
Closure date: Friday 21 February 2020, 5pm

The Wiener Holocaust Library is the world’s oldest Holocaust archive and the home of Britain’s largest collection of published and unpublished works, documents and photographs relating to the Nazi era.

PURPOSE OF THE ROLE
We are seeking an experienced Archivist to join The Collections Team on a two-year (24 months) contract starting as soon as possible, to support the ongoing cataloguing, digitalization and research of the Library’s uncatalogued collections of Jewish refugee family papers. For someone with an interest in modern history and archive collections, this is an opportunity to help develop one of Britain’s foremost archives of document collections relating to the Holocaust.

The Library’s uncatalogued Jewish refugee family papers are an exceptionally rich collection of personal documents and photographs. The collection is particularly strong in terms of the breadth and depth of materials and includes a variety of historically significant photographs. The extensive private correspondence in this collection provides a rich evidence to researchers for a variety of experiences of Nazi persecution among multiple branches of many families.

The Project Archivist will be responsible for the ongoing cataloguing and digitalization of three of the Library’s largest uncatalogued collections of Jewish refugee family papers according to professional standards. The majority of the text is typescript or manuscript in German. The catalogue descriptions to these collections will be created in English. The successful applicant will therefore need the requisite language skills. The Project Archivist will also support the work with an external web company to redevelop the Library’s ‘Refugee Family Papers: an interactive map’ to a modern web platform, including a new feature of the map showing where the families settled in the UK and elsewhere. As part of this support, the Project Archivist will migrate and where possible/necessary enhance existing metadata and scans from existing ‘Refugee Family Papers: an interactive map’ and integrate it directly to the Library’s online catalogue. Lastly, the Project Archivist will be supporting the planned research and engagement activities.

As we are a small organisation, we are looking for someone who is a good team player and willing to be involved in other projects as necessary.
Cataloguing Responsibilities
- Appraising, sorting and arranging the collections
- Creating a detailed multi-level description of the material to ISAD(G) standard
- Indexing the collection using an in-house thesaurus
- Noting any preservation needs

‘Refugee Family Papers: an interactive map’ Responsibilities
- Working with an external web company to redevelop ‘Refugee Family Papers: an interactive map’ to a modern web platform
- Migrating and where possible/necessary enhancing existing metadata and scans from existing ‘Refugee Family Papers: an interactive map’ and integrating it directly to the Library’s online catalogue
- Liaising with the Digital Asset Manager to continue the digitalisation of the Library’s Refugee Family Papers

Research and Engagement Responsibilities
- Working with the Senior Curator and Head of Education to conduct research for and develop a travelling exhibition on a theme connected with German refugees in Britain
- Working with Head of Research to record and disseminate research completed on collections. Sharing of the experience and the learning from the project process with other heritage institutions and professionals.
- Enhance local relevance to the Holocaust Education and Learning Centre, Huddersfield

Other Responsibilities
- Provide regular progress reports
- Collect statistics as required
- Assist as necessary with organising and staffing events
- Any ad hoc tasks as required

The Library is a small team and all staff must be willing to work flexibly and recognise the need for occasionally working beyond their job descriptions and to support out-of-hours activities on occasion.

Person Specification

SKILLS AND ABILITY

Essential
- Graduate degree in archive administration or equivalent experience
- Experience with library or archive management systems
• Ability to demonstrate strong German language reading skills
• Native or near-native proficiency in written English
• Experience with cataloguing to ISAD(G) standard
• Experience of managing all aspects of processing archives/document collections

Highly desirable
• Excellent subject knowledge of the Holocaust and Nazi era or 20th century European history
• Experience of digitalisation and image editing
• Experience of working in a small team as well as self-motivated
• Knowledge and experience of digital preservation best practice
• Ability to read handwritten documents in a variety of scripts

You may be asked to carry out other duties as may arise from time to time including evening work. You will be required to act in accordance with the provisions of the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of any person who may be affected by your acts or omissions at work.

Please note that The Wiener Holocaust Library will be unable to sponsor candidates for a visa for this role. Therefore, successful applicants must be able to demonstrate their right to work in the UK for the duration of their employment.

The deadline for all applications is 5pm on Friday 21 February 2020. Please send your CV and a covering letter to Cyd MacNaboe to apply - cmacnaboe@wienerlibrary.co.uk