Dear Applicant,

Thank you for your interest in the post of Archivist at Cambridge Arts Theatre Trust Ltd.

If you would like to apply for this position, please e-mail a CV, detailing your full employment history, academic and professional qualifications, current salary and a covering letter of no more than 500 words that outlines your suitability for the role to: development@cambridgeartstheatre.com

The deadline for all applications is midday on Friday 7th June 2019.

First round interviews will be held and those shortlisted may be invited to a second interview.

I look forward to receiving your application and thank you for your interest in the work of Cambridge Arts Theatre Trust Ltd.

Yours sincerely,

Dave Murphy
Chief Executive
Cambridge Arts Theatre Trust Ltd.
Cambridge Arts Theatre – Archivist, Behind the Scenes: Saving and Sharing the Heritage of Cambridge Arts Theatre

Salary: Up to £32,000  Duration: Fixed term 1 year

Cambridge Arts Theatre
Cambridge Arts Theatre is an independent theatrical charity. We’re here to inspire and nurture a lifelong love of the performing arts and to secure the future of our Theatre for the next generation of theatregoers.

The project:
Cambridge Arts Theatre is a much-loved regional and national institution, whose heritage is rooted in the city of Cambridge. Behind the Scenes: Saving and Sharing the Heritage of Cambridge Arts Theatre is a project which aims to catalogue, protect and share the Theatre’s archive which is currently split between two locations: Cambridge Arts Theatre and the V&A Department of Theatre and Performance archive. The Archivist will be responsible for cataloguing the entire collection in Cambridge with support of volunteers from the local community. The Archivist will also oversee the safe return of the collection, with the addition of the items currently stored in Cambridge, to the V&A where it will be permanently maintained and made accessible to the public.

About the role:
The role would ideally suit a newly qualified or early career archivist with a keen interest in the performing arts as well as an interest in contemporary archive records. The archivist in the V&A’s Department of Theatre and Performance will provide an induction session with a particular focus on the complexities of cataloguing 20th and 21st century performing arts archives. The V&A Archivist will also provide professional support/mentorship to the Project Archivist throughout the duration of the project. The Archivist will also be supported with the provision of a training budget for use during the duration of the project for their own professional development.

Key responsibilities:

- Take receipt of the part of the collection currently stored at the V&A.
- Perform an appraisal of the archive to determine which records should be retained for permanent archive preservation, using the V&A’s existing guidelines.
- Create an online archive catalogue – catalogue to ISAD(G) archive standard using the Archives Hub’s ead cataloguing tool.
- Apply temporary closures to material subject to Data Protection and other relevant legislation.
- Manage the ‘Archive Volunteers’ to assist with sorting, basic cleaning, rehousing and generally improving the condition of the archive.
- Create a records retention schedule to ensure that future items relevant to the Theatre’s archive are protected.
- Support the delivery of the outreach aims of ‘Behind the Scenes: Saving and Sharing Cambridge Arts Theatre’s Archive’, a National Lottery Grants for Heritage project. For example, contribute to talks relating to the content of the archive by highlighting appropriate materials to a range of visitors.
- Support the production of learning resources by highlighting appropriate materials.

Your skills:

- MA/Diploma in Archives/Records Management or equivalent qualification, with an in-depth practical knowledge of current archival and records management theory and practice.
- Knowledge of relevant legislation, such as Data Protection and Copyright.
- Flexible and willing to contribute across the project, as well as a team player with excellent communication skills.
- Project management experience and evidence to deliver tasks to an agreed time line.
- An understanding and appreciation of the performing arts will be advantageous.
Terms and Conditions:

Salary: Up to £32,000

Hours of Work: Full time. Based on a 40-hour week.

Holiday entitlement: 20 days p/a plus bank holidays

Probationary Period: 3 months

Notice Period: Following the completion of a successful probationary period, the notice period is 1 month

Closing date for applications: Midday on Friday 7th June 2019

First Round Interviews: Thursday 13th June 2019

Appointment subject to references.

Cambridge Arts Theatre is an equal opportunities employer welcoming applications from all sections of the community.