

## **CATALOGUING ARCHIVIST (PART-TIME)**

### **Job Description and Person Specification**

**Salary:** £23,100 per annum, pro rata (2 days per week for 9 months)

**Leave entitlement:** 25 days per annum, pro rata. In addition, the Society closes between Christmas and New Year.

**Working hours:** 09.30-17.30

This post will report to the Librarian.

### **JOB DESCRIPTION**

The postholder will be responsible for cataloguing the correspondence of Sir James Edward Smith to ISAD(G) standards, using CALM software.

#### **Primary responsibilities:**

- Creation of collection or fond level records to ISAD(G) standards for James Edward Smith's archive materials held at the Linnean Society.
- Cataloguing the Smithian correspondence collections held at the Linnean Society to ISAD(G) standards.
- Creation of links to other Smithian correspondence through existing archive networks.
- Liaison with Linnean Society staff and volunteers to ensure the project meets requirements on reporting, publicity and publication, as specified by the grant funding body.

#### **Additional requirements:**

- Creation of authority files using available internal and external authority data.
- Identification of items requiring conservation and creation of conservation records.
- Creation of a broad subject thesaurus.
- Liaison with a Research Associate, Linnean staff and volunteers to add specialised content to catalogue records.

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications</b> Candidates must be qualified archivists with a degree and a recognised postgraduate archive qualification</p>	
<p><b>Experience</b> Candidates must have experience of using CALM for Archives  Candidates must have experience of using IT applications</p>	<p>Post-qualification archive experience including creation of catalogue records  Experience of web-based technologies</p>
<p><b>Skills and abilities</b> This post requires knowledge and experience of cataloguing to ISAD(G) standards  Candidates must have excellent IT skills, including use of all Microsoft Office packages  Ability to work under pressure and to deadlines.  Ability to work independently as well as collaboratively within a small team.  Meticulous attention to detail</p>	<p>Background knowledge of late 18<sup>th</sup> and early 19<sup>th</sup> century personalities and culture  Ability to read 18<sup>th</sup> and 19<sup>th</sup> century handwriting</p>
<p><b>Personal</b> Commitment to the highest professional standards</p>	<p>An interest in the natural sciences</p>

The Linnean Society strives to be an equal opportunities employer.