

Archive Cataloguer, The Athenaeum Club – Job Description

Post Title: Archive Cataloguer

Hours per week: 16 hours per week

Employment type: Fixed term for 12 months

Salary: £31,824 pro rata 2 days a week

Location: The Athenaeum, 107 Pall Mall, London

Department: Library and Archive Team

Responsible to: Collections Manager

Overview

The Athenaeum is a private members' club in London, founded in 1824. Our nearly 2,000 members are drawn from a wide range of professional worlds including literature and the arts, education, the church, business, law, medicine and healthcare, public service, politics, science, architecture, engineering and technology.

The Club Archive dates back to the founding of the Athenaeum and continues up to present day. The archive contains committee records, membership records, building records and other types of business records relating to the history of the Club. This project aims to complete the cataloguing of the archive and to prepare the catalogue for ingest into an archives cataloguing system.

Job Summary

The focus of this position will be on cataloguing the archives to ISAD (G) standards. While much of the Club Archive has been catalogued there is a backlog of material yet to be fully catalogued. The work will include migrating catalogue data from a library catalogue to an archives catalogue system. This process will include ensuring the quality of the data and enhancing where necessary. The post holder will be working in tandem with another cataloguing archivist. The contract is fixed term for a year, with the possibility of extension to ensure completion of the project.

Objectives

- To catalogue the Club Archives according to ISAD (G) standards, creating a finding aid for researchers and Members
- To assist the department in migrating the archive catalogue records on to an ISAD(G) compliant system

Role Responsibilities:

- Box-list uncatalogued archives
- Assist the department to migrate the archive catalogue records to an ISAD(G) compliant cataloguing system
- Enhance existing archive catalogue records in line with archival standards.
- Work with the Collections Manager to agree a suitable arrangement and referencing system for the archive

- Catalogue archival files according to ISADG (G) standards, using the required description fields and level of description to meet best-practice standards agreed with the Collections Manager
- Package the documents in suitable archival folders and boxes. Place boxes in archival storage with location recorded as required.
- Label boxes with archival reference code, foliate documents if required
- Work with the Collections Manager to implement location management
- Be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other relevant statutory legislation and guidance

Required Skills and Experience:

- Proven experience of cataloguing archives to ISAD(G) standards.
- Experience working with archives.
- Knowledge and experience of archival preservation.
- Experience working with Microsoft Office and archival cataloguing systems.
- Excellent communication, time management and organisational skills.
- Accuracy and attention to detail.
- Ability to work alone and as part of a team.
- Experience of archive data migration projects and/or data enhancing is desirable but not essential.
- Preferably either working towards a post-graduate qualification in Archives & Records Management or qualified but not essential.

How to apply

Please send your CV and a covering letter demonstrating how your skills and experience matches the job description to JNorledge@hellenist.org.uk by the closing date.

Closing Date

24thth February 2025

Interview

Invitations to interview will be received by the 28th February and interviews are expected to place in the week commencing 3rd March.