



# WILTSHIRE MUSEUM

---

## JOB DESCRIPTION

Title:	Collections Officer: Archive & Library
Responsible to:	Curator
Job purpose:	Work with colleagues in the Curatorial team to manage the running of the Archive and Library, supporting a team of volunteers who undertake a range of tasks.
Salary:	£7,693 per annum (equivalent to an annual salary of £22,440)
Hours of work:	Part-time (12 hours per week, usually spread across 2 days)
Term:	This is a temporary post until 31 <sup>st</sup> March 2019.

---

### **About Us**

The Wiltshire Archaeological and Natural History Society (WANHS) was founded in 1853, after it acquired the books and papers of the topographical author, John Britton. WANHS, which has over 1,000 members, runs the Wiltshire Museum, home to the best Bronze Age archaeology collections in Britain. The whole collection is Designated as being of national significance, and includes many objects excavated in the landscapes surrounding the Stonehenge and Avebury World Heritage Site, as well as the archives that record their discovery. As a whole, the collections record the archaeology, history and environment of the County, and include an important Archive and Library. The Museum has a high profile, and regularly features in newspapers, radio and television programmes.

In March 2012 Wiltshire Museum was awarded £370,000 by the Heritage Lottery Fund to support plans to create new prehistoric galleries, focusing on the Bronze Age archaeological collections. The new galleries, which opened in October 2013, tell the story of the people who built and used the world renowned monuments of Stonehenge and Avebury. For the first time in generations the unique gold and amber finds from Wiltshire that date back to the Bronze Age, more than 4,000 years ago, are now on permanent display. The galleries link with the new English Heritage Stonehenge Visitor Centre and new Wessex galleries at Salisbury Museum. This partnership encourages visitors to Stonehenge to visit Devizes to

see the nationally important prehistoric collections at the Museum. It is also a busy time as Prehistory is a new topic in the History Curriculum and is popular with local schools.

In 2015 the Museum also opened a new Anglo-Saxon Gallery, supported by a grant from Arts Council England Designation Development Fund.

The Museum welcomes approximately 20,000 people each year, including 7,000 paying visitors, and is open seven days a week through most of the year. It is used extensively for events, lectures and talks, attended by a wide range of people from the immediate area and beyond. The Museum is an independent charity, and has grant funding from Wiltshire Council and Devizes Town Council. The Museum depends upon the income that it earns from admission fees, shop sales and events, as well as investment income and support from its members.

The Museum has 13 members of staff, most of whom work part-time, and over 170 volunteers, who together give over 5,000 hours of their time to support the work of the Museum. In 2015, the volunteers who work in the Archive & Library were awarded the South West prize by the Marsh Trust for their outstanding contribution.

All Wiltshire Museum collections, including the majority of the Archive and Library holdings, are available to search online [www.wiltshiremuseum.org.uk/collections](http://www.wiltshiremuseum.org.uk/collections), making information about new and important acquisitions accessible to researchers in the widest possible terms.

### **About the Archive and Library**

The Archive and Library has extensive research collections equal to many university libraries, including rare and unique material, such as the 1628 illuminated copy of the Devizes charters, seventeenth-century Civil War pamphlets and original Fox-Talbot negatives and photographs. The comprehensive collection includes manuscripts, maps, newspapers, sale catalogues, photographs and postcards, works by Wiltshire authors such as John Aubrey and Richard Jefferies, and biographies and portraits of Wiltshire people. For family historians, there are pedigrees, directories and transcriptions of parish records and monumental inscriptions, and local historians find the large collection of poll books, election broadsheets, parish histories, news cuttings and photographs invaluable in their research. The Archive and Library also holds an extensive collection of newspapers. For archaeologists, the Archive contains the manuscripts and works of William Stukeley, William Cunnington, Sir Richard Colt Hoare and John Britton, an extensive journal collection, aerial photographs and reports of major Wiltshire excavations.

In 2011 the part time post of Archivist & Librarian was frozen due to budget cuts. However, from the end of 2017, with the support of a legacy from Dr and Mrs Shearing, we are now able to employ a part-time member of staff to help manage the Archive and Library collections.

In 2015 the Museum was awarded funding by Arts Council England through the Designation Development Fund to refurbish some of the storage areas of our Archive and Library. This work has now been completed.

## Role and Responsibilities

Responsible for the management and development of the Archive and Library collections including:

- Support, train and manage the volunteers who provide reader services during opening hours, including organising work rotas
- Provide access to the collections for researchers and enquirers
- Acquisition of new items in accordance with the Archive and Library collecting policy
- Cataloguing the collections using the MODES database
- Ensuring the security of the collections
- Collections care and preventative conservation
- Supporting the Curator in the interpretation and presentation of the Archive and Library collections in the galleries, special exhibitions and online.
- Network with other library and archive professionals, through meetings and collaborative projects.

## Qualifications and Experience

	Essential	Desirable
Qualifications	Archive or Library qualification	Degree in Archaeology, History or a subject relevant to the role.
Skills	Experience in working with archive and library collections  Sound collections management background  Able to develop, lead and motivate a team of volunteers  Confident computer user, including using MODES, managing images and using standard Microsoft Office software  Good written and verbal communication skills	Working knowledge of Wiltshire and its history and archaeology
Personal attributes	Well-organised. Able to prioritise work load and work on own initiative	

	<p>Creative 'can do' approach Self-motivated with an ability to work unsupervised</p> <p>Able to work effectively as part of a team working with museum staff and volunteers</p> <p>Flexible attitude.</p>	
--	--	--

### **Job Details**

Length of contract: this post is funded until the end of March 2019 and it is therefore offered on a short term contract post basis. The successful candidate will be able to start work in December 2017.

Working hours: 12 hours per week (usually spread over 2 days). Normal working hours are between 9am – 5pm and will be agreed with your line manager. A one hour lunch hour is unpaid.

Pay: £12.33 per hour, £7,693 per annum (equivalent to an annual salary of £22,440)

Annual leave: the annual leave entitlement for full-time members of staff is 20 days. Annual leave will be given pro rata (11.2 day) Members of staff are eligible to join our Pension Scheme, normally contributing 6% of salary.

### **Applications**

Please complete an application form which can be downloaded from the website. This can be emailed to [lisa.brown@wiltshiremuseum.org.uk](mailto:lisa.brown@wiltshiremuseum.org.uk), but must arrive before the deadline. A CV or supporting material may also be included. A signed paper copy of the application form must also be submitted, but this can arrive after the application deadline or brought to the interview.

Closing date: 9<sup>th</sup> October 2017

Interview date: we would like to interview shortlisted candidates on 17<sup>th</sup> October 2017. Please let us know if this is convenient for you.

Target start date: beginning of December 2017

Probation: the post is subject to a three month probationary period.