

Assistant Keeper - Unlocking our Sound Heritage Hub

Person Specification

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Relevant degree-level qualification or equivalent experience.
- Experience of cataloguing in a library, archive, museum or other similar environment
- Ability to use appropriate cataloguing standards developed to meet the needs of the sound collections, as required
- Ability to record information in a consistent and accurate manner
- Excellent IT skills, including web-based skills and Microsoft Office.
- An interest in recorded sound
- The ability to work both independently and in a team
- Excellent oral and written communication skills
- Excellent time-management skills.
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

Desirable

- Qualified information professional (Chartered Librarian or Archivist or equivalent)
- Knowledge and experience of cataloguing recorded sound
- Awareness of rights clearance
- Experience of working with volunteers
- Experience of audio archives

Part B

The following criteria will be further explored at the interview stage:

- Experience of cataloguing in a library, archive, museum or other similar environment
- Ability to use appropriate cataloguing standards developed to meet the needs of the sound collections, as required
- Ability to record information in a consistent and accurate manner
- Knowledge and experience of cataloguing recorded sound

- Excellent IT skills, including web-based skills
- Awareness of rights clearance
- The ability to work both independently and in a team
- Excellent time-management skills.
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery
- Additional Information
- The role will require occasional travel within the UK in order to represent the project
- On occasion the role may require some work to be undertaken on evenings and weekends

This is a fixed term post for three years.

Unlocking Our Sound Heritage is a major national project, funded by the Heritage Lottery Fund and led by the British Library, aiming to digitally preserve almost 500,000 endangered sound recordings from across the UK and make 100,000 available online, transforming the visibility of sound archive collections in the process.

We are one of 10 national and regional hub partners recruiting project staff across the UK.

Tyne & Wear Archives & Museums are the regional hub for the North-East and Yorkshire. Over three years, we will work with partners across the region to ensure that 5,000 sound heritage items are digitally preserved and accessible to new audiences. The digitised material will then be used as part of innovative learning and outreach activities.