

Person Specification

Curatorial Assistant

Part A

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

Essential

- Computer literacy
- Good organisational skills
- Proven experience of archive collections and historic research skills
- Knowledge of archive collections and their management
- Knowledge of archives cataloguing and procedures
- Experience of using CALM or similar archive collections management system
- Experience of working with, handling and moving original archives and awareness of collections care.
- Experience of archive copying and digitisation
- Able to work with the minimum of supervision and to cope with routine tasks
- Good team worker
- Good interpersonal skills
- Able to prioritise workload, meet deadlines and pay close attention to detail • Good at communicating with people at all levels both verbally and in writing
- Committed to equal opportunities and anti-discriminatory practice.

Desirable

- Experience of working with volunteers
- Good general historical knowledge
- Enthusiasm for new ways of working

Part B

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

- Good organisational skills
- Proven experience of archive collections and historic research skills
- Good interpersonal skills
- Good team worker
- Experience of working with, handling and moving original archives and awareness of collections care.
- Able to prioritise workload and meet deadlines and pay close attention to detail
- Experience of archive copying and digitisation
- Committed to equal opportunities and anti-discriminatory practice.

Additional Requirements

- The job role will require lifting and carrying (e.g. retrieving and moving Archives documents which may be fragile, heavy and/or awkward to move; pushing trolleys etc)

