



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Herbert Read Project Archivist, Special Collections & Galleries**

**Leeds University Library**



**Salary: Grade 6 (£27,025 - £32,236 p.a.)**

**Reference: CSLIB1206**

**12 months fixed term from October 2019**

**We will consider flexible working arrangements**

## **Herbert Read Project Archivist Special Collections & Galleries, Leeds University Library**

**Do you have a passion for archives and unique historical collections? Can you demonstrate an innovative approach to cataloguing? Are you committed to increasing collections access in both the physical and digital worlds?**

Special Collections has recently been awarded funding through the Archives Revealed scheme to re-catalogue the archive of Herbert Read. Read was arguably one of the 20<sup>th</sup> century's most influential figures in the world of art, literature and education, but little known today.

This project will develop digital indexing to make Read's vast archive in the UK discoverable and accessible. The archive will become a significant research resource for innovative digital humanities activity.

Special Collections & Galleries at the University of Leeds holds world-class collections encompassing archives, manuscripts, rare books, and the University's institutional archive and art collection. Access is delivered through our research centre in the Brotherton Library, our two public galleries, and increasingly through rich online content. Resource discovery and the management of collections data are major challenges for the service and are a focus of efforts to effectively showcase our distinctive offer to the University and wider research community.

As Herbert Read Project Archivist, you will catalogue the archive to a high standard, ensuring that collection metadata is developed and utilised to reveal the full extent of Read's networks and impact. Liaison and promotion are a key part of the role: you will work on creating guides to the collections and promoting them to the research community, and promoting the Herbert Read archive more generally to target audiences at events internal and external to the University.

### **What does the role entail?**

As Archivist, your main duties will include:

- Creating and curating digital catalogue data within the context of recognised standards
- Indexing items using terms from recognised thesauri



- Producing thematic or other alternative access points and guides to enhance access;
- Developing detailed knowledge of the collections, able to offer assistance to customers, answer specialist research enquiries, and contributing to effective collections management;
- Contributing to service improvement through operational planning, delivering objectives and projects, development of local standards and practice;
- Collaborating with colleagues within the Library, University and externally on initiatives and projects, and increasing use of the collections to support teaching and research;
- Promoting the collections through social media and public events/ exhibitions;
- Acting as a source of professional expertise, developing and delivering training, and creating documentation.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As an Archivist you will have:

- The knowledge and expertise relevant to this role, through formal qualification and/or substantial experience of working with archives and manuscripts;
- Demonstrable experience of digital curation, including collections management systems and online archival discovery tools and resources;
- An understanding of archive and manuscript preservation techniques, including digitisation;
- Excellent communication skills, able to adapt your language and style for a wide range of people, situations and media;
- The ability to work collaboratively or independently as required: making a positive contribution to teams, and self-motivated, proactive and using your initiative;
- An understanding of and commitment to excellent customer service and continuous improvement;
- The confidence and ability to manage and lead staff, understanding and applying best practice;



- Experience of direct and proactive contribution to developing policy and/or innovative working practices, with a creative approach to problem solving;
- Workload management skills, with a flexible approach to changing priorities, maintaining service and performance standards whilst meeting deadlines.

You may also have:

- An understanding of project management techniques;
- Experience of managing or supervising staff;
- Experience of planning and delivering training;
- Experience of using Emu.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Sarah Prescott, Literary Archivist**

Tel: 0113 343 6377

Email: [s.l.prescott@leeds.ac.uk](mailto:s.l.prescott@leeds.ac.uk)

## Additional information

Further information about the Library <http://library.leeds.ac.uk/>  
and about Special Collections [https://library.leeds.ac.uk/info/1500/special\\_collections](https://library.leeds.ac.uk/info/1500/special_collections)

## Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

### **Criminal record information**

#### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

