



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Leeds Archive of Vernacular Culture Project Collections Assistant,
Leeds University Library**



Salary: Grade 4 (£19,612- £22,417 p.a.)

Reference: CSLIB1218

Fixed-term for 12 months (external project funding)

We will consider job share and flexible working arrangements

Leeds Archive of Vernacular Culture (LAVC) Project Collections Assistant Special Collections, Brotherton Library, Leeds University Library

Do you have an interest in heritage, and proven experience of supporting projects in museums, heritage venues or archives? Do you want to contribute to a high-profile heritage project? Are you able to work under pressure and to deadlines, whilst keeping to performance standards?

This is an exciting opportunity for an enthusiastic, creative and flexible individual to work on a project funded by the National Lottery Heritage Fund that aims to engage new audiences with collections at the University of Leeds and at five partner museums across England. The partner museums are: Dales Countryside Museum, Ryedale Folk Museum, Weald & Downland Living Museum, Avoncroft Museum of Historic Buildings, and the Museum of East Anglian Life.

The project centres around the Leeds Archive of Vernacular Culture (LAVC). The LAVC is a unique and nationally important multi-media archive including the records of the Survey of English Dialects and the Institute of Dialect and Folk Life Studies. The collection is housed and accessible at the University of Leeds Special Collections: <https://library.leeds.ac.uk/special-collections-leeds-archive-of-vernacular-culture>

Enhancement of the archive catalogue data is a key element to this project in order to improve the LAVC's discoverability, and to provide access to this unique resource for research, learning and teaching. The Collections Assistant will receive initial training and ongoing guidance and supervision from Special Collections. Further detail on the project and guidance on information capture will be given by the wider project team including academics in the School of English.

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.



What does the role entail?

As LAVC Project Collections Assistant, your main duties will include:

- Carrying out collections enhancement tasks, such as improving collections information and indexes;
- Repackaging material and undertaking basic listing to assist the Archivists in making material accessible;
- Performing rights clearance for digitised content under the direction of the Archivist;
- Creating item level descriptions for individual manuscripts under the guidance of the Archivist to ensure visibility online;
- Carrying out data cleaning tasks from existing indexes, ensuring cross-referencing between in the collections management system (EMu);
- Supporting the provision of content for the Research Assistant and for the creation of 'content packages' for the project website;
- This post involves lifting and handling of dusty material in a temperature-controlled environment, and working at height.

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 LAVC Project Collections Assistant, you will have:

- Excellent written and oral communication skills;
- Experience of clerical work;
- Customer-focused approach;
- Excellent IT skills, including Microsoft Excel;
- Practical experience of using collection management systems;
- Experience working with manuscripts and archives, able to work with our rare and fragile material, and have an understanding of archival arrangement and description;
- The ability to work collaboratively or independently as required: making a positive contribution to teams, and self-motivated, proactive and using your initiative;



- Excellent organisational skills - able to work under pressure, prioritise, schedule and balance workloads to meet deadlines and deliver quality outputs.

You may also have:

- An interest in language or dialect studies;
- An interest in working with museums and/or working on a project funded by the National Lottery Heritage Fund.

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:

Tim Procter, Collections & Engagement Manager (Archives & Manuscripts)

Tel: +44 (0)113 343 0979

Email: T.J.Procter@leeds.ac.uk

Additional information

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.



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.

