

# Candidate Pack

## Archivist

Part Time, 24 hrs per week  
Permanent Contract



# Introduction

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The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and, before the pandemic, we attracted over 450,000 visitors a year to the museum.



# Our priorities

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The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- To maintain, research and preserve the Collection for future generations;
- To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;
- To build and support a strong exhibition programme;
- To lay a strong financial foundation for the future; and
- To embark upon a Masterplan programme to transform the museum.



# Role summary

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The Archivist will be responsible for the cataloguing, care and preservation of the Wallace Collection's institutional records and collected archives, and for providing access to these collections for staff and external researchers via the library. They will oversee its maintenance and development with a view to ensuring that all parts of the archive are accounted for and catalogued using an appropriate records management system. In consultation with other colleagues and stakeholders the archivist will create an updated Archive Development Strategy and plan of works, which includes reviewing current holdings and proposing a ten-year plan of work.

This role reports to the Director of Collections and Research.



# Role description

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## General

- Handle all archive material to a safe professional standard as well as ensuring material is re-shelved after use.
- Manage the archive storage areas, including external storage and material housed in the staff offices on Level 2.
- Manage the Archive budget with oversight from the Director of Finance.
- Contribute quarterly reports to the Board of Trustees papers.
- To stay abreast of developments and follow best practice in archive and information management.

## Archive and Records

- Oversee the cataloguing of archival material; develop a strategy for uncatalogued items and implement it within an agreed timeframe.
- Support the Development Team in seeking funding to support cataloguing and digitisation projects as needed.
- Maintain the museum's Archive Service Accreditation.
- Review object files requested by readers for data protection and sensitivity issues.
- Act as Departmental Records Officer, liaising with The National Archives regarding public records.
- Create records management policies, procedures and standards as necessary, including retention schedules and disposal policies to best practice.
- Act as a consultant and provide training for all departments in reviewing and/or establishing paper and electronic filing systems and procedures.
- Manage the transfer, storage and retrieval of vital inactive records to the archive.

# Person specification

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## Qualifications and Experience

- Experience working as an Archivist or in a post with similar responsibilities, ideally in a museum or heritage organisation or similar environment.
- Experience of working with records in all formats (paper and electronic) with proven experience of archives collections management and preservation
- Experience of cataloguing complex or substantial collections to ISAD(G) using an automated system is essential and proficiency in working with standard business software including MS Office applications (Word, Excel, Outlook, PowerPoint).
- Experience of managing volunteers.

## Skills and Attributes

- Excellent written and verbal communication and interpersonal skills, and the ability to deal efficiently and diplomatically with complex tasks and enquiries.
- Discretion and confidence to liaise with a range of staff at all levels within an organisation.
- Excellent organisational and time management skills with the ability to prioritise workload independently.
- Strong project management skills and the ability to gain a clear overview of an organisation and its activities.
- Problem solving and analytical skills.
- A confident, professional and flexible approach to work, with the ability to keep up to date with demanding administration.
- Meticulous attention to detail.

## Other

- A commitment to, and interest in, the museums and galleries sector.

# Salary, benefits and working hours

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The salary for this role is between £16,800 (£28,000 FTE) to £20,100 (£33,500 FTE) per annum dependent on skills and experience.

In addition, the post-holder will receive, pro-rated, 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- Membership of an Occupational Pension Scheme
  - Alpha – a defined benefit occupational pension scheme (28.97%)
  - Partnership pension account - a stakeholder pension
- Interest free loans after six months satisfactory service
  - Interest free season ticket loan
  - Cycle to work loan
- Eye Tests
- Occupational Health Service
- Annual Flu Jab
- Employee Assistance Programme
  - Services available 24/7 and 365 days per year to all employees
  - Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- First Aiders
- Access to Mental Health First Aiders
- Parental Leave
- Training and Development Opportunities

For this post, the normal working week is a three-day week, Monday to Friday. The normal working day will be 09.00 to 17.00.

# How to apply

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Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to [recruitment@wallacecollection.org](mailto:recruitment@wallacecollection.org) by midnight **01/12/2024**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on week commencing, **09/12/2024**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

**Start date: As soon as possible**

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.





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