



COLLECTIONS MANAGEMENT INTERNSHIP

Fixed-term: 11 months.

The British School at Athens seeks a fixed-term (11 month), full-time Collections Management Intern to continue the work of the Stratigraphical Museum Curatorial Project under the direction of the Knossos Curator, Dr Doniert Evely. This project entails the cleaning, recording and repacking of all the School's holdings in the Stratigraphical Museum, and the maintenance of the Knossos databases on the School's *Museums and Archives Online* system. After training, you will be responsible for the daily conduct of the project, including supervision of one or two student interns. Residence in or near Knossos is a requirement (low cost accommodation is available on site if required). There is a monthly fixed stipend of €1,000. The position is available from 1st May 2010, or sooner by negotiation.

Further details are available on our www.bsa.ac.uk. Informal enquiries may be addressed to the Knossos Curator (bsaknoso@otenet.gr).

The closing date for applications is Friday 26th March, 2010. Applications must be sent as e-mail attachments to school.administrator@bsa.ac.uk. Signed hard copy will be requested from shortlisted candidates. Interviews will be held in mid-April.

Further Details of the Collections Management Internship at the British School at Athens (Knossos)

Knossos

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The British School at Athens (an institute of advanced research based in Athens, Greece) seeks a short-term, full-time collections management intern to further its curatorial project in the Stratigraphical Museum, Knossos. This project entails unpacking, cleaning, photographing, and repackaging our holdings in new materials and creating catalogue records in the School's *Museums and Archives Online* system (using KE Software's EMu programme). After training, the successful candidate will be capable of organising their own programme of work and that of one or two student interns whom they will supervise: the ability to work independently and with a high degree of accuracy is essential. A full job description appears at the end of this document, and should be consulted by all potential applicants.

A BA in archaeology and an MA in Museum Studies or its equivalent is essential. Conservation skills are not required, but the ability to identify such conservation issues as may arise, and to develop solutions will be an advantage. The successful candidate will have experience in object handling and database entry: training will be given in the use of the EMu software, and competence in this must be demonstrated during the probation period. Experience in collections management will be an advantage. An interest in Knossos and the archaeology of Crete is desirable.

The position is available from 1st May 2010, or sooner by negotiation. There will be a probation period. Funding is currently available to support 11 months of work: the post is therefore offered on a fixed-term contract. Continuation of the position thereafter is conditional upon securing additional external funding. **Please note:** there will be a 10 week break in work in the Stratigraphical Museum between early July-early October (exact dates to be confirmed) when the facilities are heavily used by field projects. During this period the intern may seek short term employment elsewhere, or may chose to accept work relevant to their

skills and training on another project within the School, either in Athens or Knossos, under terms to be negotiated. Curatorial work will resume in early October and then continue unbroken until completion of the 11 months contract.

This is a full-time position (40 hours per week), Monday-Friday. Some flexibility in working hours is possible. Residence in or near Knossos is a requirement (low cost accommodation and self-catering facilities are available on site, in the Taverna). The intern will receive a flat-rate stipend of €1,000 per month for the eleven months in which they are employed on the project. Please note that other work offered during the summer break will be supported from different funding streams, and the terms will vary accordingly. One return airfare will be paid (up to the value of a London-Herakleion-London economy return), and the intern will be given membership of the School for the academic years in which they work.

The appointment is open to candidates of any nationality, but excellent English (written and spoken) is a requirement.

Further information about the School and its facilities at Knossos is available on www.bsa.ac.uk. Informal enquiries about this post may be addressed to the Knossos Curator, Dr Doniert Evely (bsaknoso@otenet.gr).

Application:

- Applications should be sent as e-mail attachments to the School Administrator, Mrs Tania Gerousi (school.administrator@bsa.ac.uk), to reach her by Friday **26th March 2010**. Please note that applications will be acknowledged by e-mail, to the address from which they were sent, within two working days. If you do not receive such an acknowledgement, please resend the application. The successful candidate will be asked to supply signed hard copy before appointment.

Applicants are asked to supply the following:-

- ✓ A curriculum vitae, giving details of past employment and/or work experience, academic and other qualifications, publications and other relevant experience;
- ✓ The names, addresses, telephone numbers and email addresses of two referees, whom the candidate has contacted in advance and who has agreed to supply a letter of reference (to be sent by e-mail) to the School Administrator by the closing date (in the expectation that a signed hard copy will follow);

A covering letter (of no more than one page) outlining the reasons for applying, and summarising the applicant's principal qualifications for the job.

BRITISH SCHOOL AT ATHENS: INSTITUTIONAL DETAILS

Knossos

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Mission

The British School promotes research of international excellence in all disciplines pertaining to Greek lands, from fine art to archaeometry, and in all periods to modern times.

The School delivers its mission through:

- a programme of research undertaken both alone and in collaboration with UK-based and other overseas institutions. Research objectives are defined in a Strategic Plan for Research, following the guidance of the School's senior academic advisory bodies, the Committee for Archaeology, and the Committee for Society, Arts and Letters;
- an academic programme of seminars, lectures, and conferences;
- our internationally renowned library;
- the provision of services for its members, including: applications for study and fieldwork permits as required under Greek law; advice on the development of research programmes and the availability of resources; access to accommodation, facilities and equipment in Athens and Knossos; provision of remotely accessible online services;
- promoting the use of its archival, laboratory and museum collections by the scholarly community worldwide;
- the provision of funding (including studentships and visiting fellowships) for research in Greece, and to enable Greek researchers to visit the UK;
- the provision of internships and training courses for undergraduates, postgraduates and schoolteachers.

Details of current School projects may be found on the website, www.bsa.ac.uk

Size and Scope

The School, which was founded in 1886, is an institute for advanced research and is a registered UK charity (Registered charity no. 208673; Vat no. 232 2983 69). It maintains a hostel, world class library, archive, laboratory for archaeological science and offices in Athens; a smaller hostel, library and museum for study purposes in Knossos; and an office in London. It has four full-time academic staff, three research fellows, three full-time and one part-time administrative/secretarial staff, three full-time library/archival staff; and five full-time and two part-time domestic staff. The academic staff, the research fellows, the IT Officer and the Archivist are all actively engaged in research, and all staff are actively encouraged to undertake professional development. In addition, it is supported by research active voluntary (honorary) staff in the UK – in particular the Chairman of Council (Malcolm Schofield) and the honorary treasurer (Carol Bell). Its turnover for the financial year 2008-09 was approximately 1.6m pounds. It offers two full studentships and several smaller bursaries for scholars every year. The School has 374 Basic subscribers, 33 Life Subscribers and over 200 members, i.e scholars or scientists who use its facilities for study purposes every year. In addition more than 600 researchers, who are not members, are given rights to use the library each year.

Staffing

The School has the following research staff, whose research interests and publications are available on the School's website (www.bsa.ac.uk):-

Full-time academic staff: Professor Catherine Morgan, Director; Dr Evangelia Kiriati, Director of the Fitch Laboratory; Mr Robert Pitt, Assistant Director; and Dr Doniert Evely, Knossos Curator.

Full-time research fellows: the Leventis Fellow, Dr Evi Margaritis; the Williams Fellow in ceramic petrology, Dr Areti Pentedeka; and the Fitch Laboratory Fellow in Archaeological Chemistry, Dr Myrto Georgakopoulou.

Research-active staff with other primary responsibilities: Mr George Bruseker, IT officer; Mrs Penny Wilson Zarganis, Librarian; and Ms Amalia Kakissis, Archivist.

Infrastructure and Facilities

The School's principal research infrastructure consists of its *Library*, its *Museum*, its *Fitch Laboratory* and its facilities at *Knossos*.

The *Library* in Athens contains over 60,000 monographs, 1,000 periodical titles and 2,000 maps, and has space for 50 readers. It is staffed by two full-time librarians (Mrs Penny Wilson-Zarganis and Ms Sandra Pepelasis) with the help of a student library assistant. Members have 24 hour access. It specialises in the fields of Aegean prehistory, ancient art and epigraphy, and Byzantine and modern Greek studies; it also houses historical collections (such as George Finlay's library) and a particularly good collection of

Greek and Balkan journals. Its collections are complemented by those of the other foreign schools and institutes in Athens with whom we have reciprocal arrangements giving access to a unique collection of more than 450,000 titles on Hellenic Studies. We have particularly strong links with the neighbouring Blegen and Gennadius libraries of the American School, with whom we now share a common electronic library catalogue (AMBROSIA, **American British Online Search in Athens**) available through the internet.

The School's *Archive* collections contain records of the School's field projects going back to 1886; material from the Byzantine Research Fund, ca 1895-1936, (ca. 6, 500 unique plans, drawings and photographs of Byzantine architecture-some of buildings now destroyed); the George Finlay papers, including journals from the Greek War of Independence (Hastings, Jarvis); travel notebooks (Gell, Stuart); ethnographic records and a large collection of glass negatives. Our archivist is responsible for access and conservation of the collection and has secured outside funding in support of projects to conserve, electronically catalogue and digitise images from selected collections.

The *Marc and Ismene Fitch Laboratory for Science-Based Archaeology*, founded in 1974, was the first of its kind in Greece. It specialises principally in the analysis of inorganic materials (mainly pottery, as well as metals, wall paintings, glass) and in geophysical prospection, specialisms which are complementary to the neighbouring Wiener Laboratory of the American School of Classical Studies in Athens. It maintains facilities for petrological analysis of pottery (facilities for thin section preparation and 2 research polarising microscopes coupled with digital photography system) and an ICP-OES (Inductively Coupled Plasma Optical Emission Spectrometer) for chemical analysis. It houses comparative collections of over 20,000 archaeological samples and over 3,000 geological samples. For the needs of geophysical prospection it has a magnetometer and a resistivity meter. It also maintains a reference collection of animal bones and seeds with ample space for strewing archaeological material, and is able to offer annually a bursary on bioarchaeology. It is staffed by its Director, a part-time research officer, two research fellows, an honorary fellow in Geophysics and project-related research assistants. Furthermore, it offers annually a senior visiting fellowship for academics and one or two bursaries for postgraduate students.

At Knossos, the BSA maintains a hostel, a small library (specialising in matters Cretan and prehistoric, but with wireless internet access to the full range of bibliographical databases and e-resources available via the School website) and the *Stratigraphical Museum*, with a curator and a small part-time staff. This is not so much a museum as a storeroom and study centre, housing a vast collection of pottery and other finds. These finds, gathered from excavation in Knossos and elsewhere in Crete from the time of Arthur Evans (1900) to the present, represent a vast scholarly resource of international significance. Proximity to the School's hostel allows scholars to study the material intensively year round.

In addition the School's administrative and academic staff (principally the School Administrator, Mrs Tania Gerousi) make use of the School's wide-ranging connections to help individual scholars with permit applications.

The research infrastructure is underpinned by the IT network, maintained by our IT Officer. His role includes both the integration of IT into research strategies and outcomes, and the development of web-based digital resources for researchers and the wider community.

Dissemination and Publication of Research

The BSA maintains a policy of publishing the results of its own research, particularly in the fields of archaeology, epigraphy and history. The School's *Annual* (running since 1895) is devoted to publishing the 'Work of the School', which comprises articles written by its officers and other members, the work of the Fitch, and preliminary reports on fieldwork. Final reports on major excavation or survey projects usually appear in the School's *Supplementary Volumes* or *Studies* series, also used for publishing the School's conferences. The School recognises however that increasingly the archives (often nowadays in the form of databases) produced by major excavations, surveys or other studies have to be conserved, and the information made as widely available as possible. To this end we are pursuing a policy of cataloguing and digitisation of our archive on *Museums and Archives Online*. Increasingly too recent field projects are making preliminary results available through websites (e.g. for the Kythera Island Project (KIP); www.ucl.ac.uk/kip/).

ROLE DESCRIPTION: COLLECTIONS MANAGEMENT INTERNSHIP

Nature of Job: Internship

Section: Knossos

Manager: Knossos Curator

Supervises: Student interns

Terms of Appointment: Full time, 40 hours per week

Stipend: Fixed monthly stipend.

Responsibilities:

The Intern is responsible for the efficient day to day running of the Knossos Curatorial project, under the supervision of the Knossos Curator, and for supervising such student interns as may be appointed during the period of the contract (the expected number being no more than 5 spread over each year).

1) Curatorial Duties

- Unpacking and cleaning objects stored in the Stratigraphical Museum;
- Noting condition and seeking advice on any problems evident;
- Completing the photographic record of each object or group of objects and adding this to catalogue records;
- Repacking and storing objects, in appropriate materials (and obtaining advice on this as required);
- Creating catalogue records within the Knossos database in EMu according to School standards;
- Maintaining supplies of necessary materials;
- Consulting regularly with the Curator to ensure the most effective progress of the Project.

2) Supervision

- Organising and supervising the work programme of one or two student interns at any one time, ensuring that work is completed to standard and advising the Curator of issues arising;
- Instructing student interns on procedures and practices as required;
- Ensuring that interns are informed of health and safety procedures in the Stratigraphical Museum;
- Checking the accuracy of work undertaken by interns and ensuring that records are kept to the appropriate standard.

Such other duties as may from time to time be required by the Knossos Curator.