



FULL - TIME DIGITAL ASSET MANAGER AT THE BRITISH SCHOOL AT ATHENS (1-YEAR FIXED-TERM APPOINTMENT)

Description of the BSA and data infrastructure:

Founded in 1886, the BSA is a UK-registered charity and is one of eight British International Research Institutes (BIRI) that receive annual funding from the British Academy. The BSA exists to promote research of international excellence in all disciplines pertaining to Greek lands, from fine art to archaeometry and in all periods to modern times.

The BSA is following a progressive agenda to standardise and integrate its administrative, research and outreach data into a central database using Axiell Software's EMu system. This platform is currently used for the curation of the BSA's archival, museum and laboratory collections, and is in the process of being extended to cover documentation of research and administrative activities past and present. Some key collections have been digitised and made available through the Digital Collections page on our website: <https://digital.bsa.ac.uk/>.

EMu is an outstanding resource and now contains substantial amounts of data: eCatalogue – c.150,000 records; eParties – c.17,500; eSites c.5,700; eMultimedia – c.183,000. Nevertheless, this represents only a fraction of the BSA's overall collections and we are eager to enter more. For the data to be useful, however, to all areas of the BSA and, crucially, to outside users, there is an urgent need to enhance data quality and organisation in a coordinated manner across all BSA departments and for the establishment of future standards and protocols for data entry.

In addition to the EMu database, the BSA runs two major collaborative e-resource programmes: *Archaeology in Greece Online* (www.chronique.efa.gr), a collaboration with the French School at Athens, and Ambrosia, the combined catalogue of the libraries of the British School at Athens and the American School of Classical Studies at Athens, which runs on the Aleph library catalogue system. Over the next few years, the BSA will initiate another major digital assets project, collecting BSA project data in standardised formats and archiving as part of a BSA repository, in line with international best practices for field archaeology. The Digital Assets Manager will play a crucial role in the design and execution of this project.

Summary of Position:

We are looking for a Digital Assets Manager who will help the BSA realise the ambitious goals above through the rigorous development and application of standards. It is crucial that the appointee works effectively across all BSA departments, encouraging best practice and the adoption of appropriate digital

workflows. The post is both technical and administrative with an important focus on positive interaction with all data creators and users.

The Digital Assets Manager will organise and manage the work of one full-time data analyst intern, implementing across the BSA the data model that has been designed. They will also work closely with the IT Officer (0.8 FTE) who is responsible for maintaining the IT infrastructure of the BSA (hardware, servers), software, and website.

The salary will be up to €34,000, plus health insurance. The position is available from **1 May 2022** or as soon as possible thereafter. A probationary period will apply. Residence in Athens (Greece) is a requirement.

Duties and Responsibilities:

To define and maintain a strategic data and digital asset roadmap, with respect to acquisition, storage, retention, preservation and dissemination

To oversee the implementation of data standards across all BSA systems, defining strategies for cleaning old data and providing tools for the production of new clean data across the organisation

To be responsible for the integrity and accuracy of all legacy and new BSA data, providing training in-house to other BSA staff members as appropriate

To define and maintain compliance with internal and external policies related to data and digital assets (*e.g.* GDPR) through effective procedures and routine audits.

To plan and manage individual projects that acquire, store, preserve, divest or disseminate (for example, via the public website or data sharing agreements) all BSA data and digital assets

To define and lead engagement and integration processes for archaeological field project data and digital assets acquisition.

Person specification:

Candidates should have at least an MA / MSc or equivalent industry experience either in computer science or digital humanities, combined with experience in Archaeology or in a field of Hellenic Studies as covered by the BSA's mission statement (www.bsa.ac.uk), or an MA / MSc in Archaeology or a field of Hellenic Studies combined with strong skills and practical experience in data management. Proven ability to communicate in English is essential, while high competence to do so in Greek is desirable.

The successful candidate will possess (or demonstrate the capacity immediately to acquire) core skills in the following areas:

- Data stewardship programme participation and leadership
- Project management, including scoping, estimating, planning, management and status reporting

- Data-oriented application development skills including the ability to extract, transform and load, report development, and common statistical analysis. Specific experience in Python or R desired
- Knowledge of International descriptive standards for both Library and Archive material and experience of Library management software and systems
- Subject matter expertise in archaeology of Greece
- Knowledge of Digital Humanities tools, CMS, Digital repository systems and Archival software systems, particularly Axiell EMu, is an advantage; also Microsoft Access, Aleph, eTapestry
- Solid knowledge of media Digital Rights Management (DRM) and GDPR
- Familiarity with IIF, Linked Open Data and the Semantic Web
- A clear vision for strategy development around research collections
- A clear vision of the role of digital humanities in a research collections strategy

Conditions of employment:

Successful candidate will be expected to live and work in Athens.

Residence and work permit, where necessary.

Line Manager: Director.

Line manages: Data Analyst intern

Application:

Applications should be submitted through this [link](#) by **Friday 25 March**.

Applicants should supply the following:

- A covering letter (of no more than two pages), giving the applicant's contact details, outlining the reasons for applying, giving details of supporting enclosures, and summarising the applicant's principal qualifications for the job;
- A curriculum vitae, giving details of past employment, academic and other qualifications, and other relevant experience;
- The names, addresses, telephone numbers and email addresses of one referee. They will automatically receive on submission of your application an email asking them to send their reference letters via a link provided by the closing date.

The closing date for applications is **Friday 25 March 2022**. Shortlisted candidates will be interviewed by teleconferencing on **Friday 15 April**.

Further details about the British School at Athens

An educational charity founded in 1886, the British School at Athens (BSA) is the UK's research hub in the humanities and social sciences in Greece and its wider Balkan, European, Mediterranean and Levantine contexts. It conducts, facilitates and promotes research of international excellence in all periods – from the Palaeolithic to the present – and across all humanities and social science disciplines, as well as offering targeted courses to develop the next generation of researchers and academics in those fields. Greece's centrality in the history of the western tradition, combined with its key position in post-Ottoman southern Europe and on the front line of the current refugee crisis, make it an unusually rich location for research.

The BSA forms part of the British Academy's network of British International Research Institutes (BIRI) which sustains and supports British research overseas: <https://www.thebritishacademy.ac.uk/international/research-institutes>. In Athens we support research in Greece and neighbouring countries as well as collaborations with local institutions. Our 136-year history brings a strong reputation, an unparalleled regional network, an accumulation of library and material resources, and a body of expertise that benefit both UK-based researchers and those who engage with us as research partners. In the 2017-18 session, for example, over 600 researchers and almost 1,000 students used our facilities and the BSA collaborated with 17 UK institutions and 58 institutions in Greece.

The BSA's goals are achieved through:

- an academic programme of seminars, lectures, and conferences;
- its internationally renowned library;
- the work of the Fitch Laboratory in science-based archaeological research across the Mediterranean;
- supporting the work of individual researchers from the UK and elsewhere, including applications for study and fieldwork permits; advice on the development of research programmes; accommodation and facilities in Athens and Knossos; and provision of online services;
- making research carried out at the BSA or with its assistance known through the publication of its journals and monograph series;
- promoting the use of its archival, laboratory, and museum collections by the scholarly community worldwide;
- providing funding (including studentships and visiting fellowships) for research in Greece, and to enable Greek researchers to visit the UK;
- providing internships and training courses for undergraduates, postgraduates, and schoolteachers.

The BSA's biannual *Newsletters (June and December since 2017)*, *Corporate Plan* and *Strategic Plan for Research 2021-2025* are posted on www.bsa.ac.uk.

Size and Scope

The BSA is an institute for advanced research and a registered UK charity (no. 208673). 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 five full-time

academic staff (including the Knossos Curator), two research fellows, three full-time and two 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, the BSA is supported by research-active non-executive staff in the UK – in particular the Chair of Council (Prof. Roderick Beaton), Vice-Chair of Council (Prof. Robin Osborne) and the Deputy Honorary Treasurer (Huw Smith). Its turnover for the financial year 2019-20 was approximately £1.5m. It offers two full-year research fellowships ('studentships') and several smaller bursaries for scholars every year. The BSA has over 300 supporters and over 220 members, i.e. scholars or scientists who use its facilities for study purposes every year. In addition, around 1,000 researchers, who are not members, are given rights to use the library each year.

Staffing

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

Full-time academic staff: Professor John Bennet, Director; Dr Evangelia Kiriati, Director of the Fitch Laboratory; Dr Michael Loy, Assistant Director; Dr Noémi Müller, Scientific Research Officer; Dr Kostis Christakis, Knossos Curator.

Full-time research fellows: the current A.G. Leventis Fellow in Hellenic Studies, Dr Tulsi Parikh; the Williams Fellow in Ceramic Petrology, Dr Carlotta Gardner; the 1821 Fellow in Modern Greek Studies, Dr Michalis Sotiropoulos.

Research-active staff with other primary responsibilities: Ms Amalia Kakissis, Archivist.

Infrastructure and Facilities

The BSA's principal research infrastructure consists of its *Library*, its *Museum*, the *Fitch Laboratory* and its facilities at *Knossos*. Most staff are based in Athens, but a London office is maintained in the British Academy (10 Carlton House Terrace, SW1Y 5AH), staffed by a full-time Development and Administrative Officer and a Development Executive on contract.

The *Library* in Athens contains over 70,000 volumes, 1,300 periodical titles and 2,000 maps, and has space for 50 readers. Its collections and desk spaces are housed on several different levels, which are served by stairs, reflecting its evolution over 120 years. It is staffed by two full-time librarians (Mrs Evi Charitoudi and Ms Evgenia Villioti) with the help of a Library/Archive intern. Members have 24-hour access. While providing a broad, research-level coverage of Greek archaeology of all periods, it specialises in the fields of Aegean prehistory, ancient art and epigraphy, and Byzantine and modern Greek studies (recently enriched with a major donation); 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 share a common online library catalogue (AMBROSIA, **American British Online Search in Athens**).

The BSA's *Archive* collections contain records of the BSA's field projects going back to 1886; material from the Byzantine Research Fund, c. 1895-1936 (c. 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; 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 Archive hosts an annual lecture by a visiting scholar on a relevant topic.

The *Marc and Ismene Fitch Laboratory for Archaeological Science*, 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 3 research polarising microscopes coupled with digital photography system) and a WD-XRF spectrometer for chemical analysis. It houses comparative collections of over 10,000 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 reference collections of mammal and fish bones as well as of seeds with ample space for strewing archaeological material, and offers annually two bursaries for graduate students or early-career postdocs and a visiting lectureship. It is staffed by its Director, a Scientific Research Officer, an administrator/analytical assistant, a research fellow, and visiting researchers or research associates linked to specific externally-funded projects. The Fitch plays a full part in the BSA's postgraduate teaching activities, currently staging short courses on ceramic petrology and the study of ancient glass.

Knossos has been a highly productive centre of research for the British School at Athens since 1900, when Sir Arthur Evans and David Hogarth, then BSA Director, began systematic excavations there. It remains a powerhouse of research, both in the field and in the study of excavated material, under the aegis of the BSA. The *Knossos Research Centre* (KRC) is focused upon the Stratigraphical Museum (a study centre and finds archive for all British fieldwork at Knossos since the time of Evans, and for several other BSA projects focused elsewhere in Crete) and has a self-catering hostel (the Taverna) and library, open year-round. The Library has a good collection of books and offprints (especially about Crete), and full access to e-resources via AMBROSIA. The Library is also used by local researchers, members of the Archaeological Service, the University of Crete, and other institutions. The Taverna serves principally as a base for those studying in the Stratigraphical Museum or the Herakleion Museum. Knossos is fully integrated into the BSA's ICT network. There is a resident Curator and a small domestic staff.

The KRC hosts an annual postgraduate course on Prehistoric, Greek and Roman pottery, drawing on the collections in the Stratigraphical Museum.

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

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 BSA's *Annual* (running since 1895 and published by CUP) is devoted to publishing research in all areas of the BSA's broad scope, including work carried out by its officers and other members. The BSA also compiles annually in collaboration with the Society for the Promotion of Hellenic Studies *Archaeology in Greece*, a collection of synthetic articles on recent archaeological fieldwork in Greece which draws on *Archaeology in Greece Online*, a regularly updated database of fieldwork reports produced in collaboration with the École française d'Athènes. Final reports on major excavation or survey projects usually appear in the BSA's *Supplementary Volumes*, while other collections are published in two series: BSA Studies in Greek Antiquity (CUP) and BSA Studies in Modern Greek and Byzantine Studies (Routledge).