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| <b>Job title</b>              | BIRI (British International Research Institutes) Digital Coordination and Strategy Project Digital Archivist   |
| <b>Division</b>               | Galleries, Libraries, Archives and Museums (GLAM)  |
| <b>Location</b>               | Depending on the relevant BIRI to which the position will be linked  |
| <b>Grade and salary</b>       | Salary will be offered at a competitive rate, appropriate to experience, career-stage, and location.   |
| <b>Hours</b>                  | Full time  |
| <b>Contract type</b>          | Fixed-term - 9 months from 1 July 2022 to 31 March 2023 (or as soon as possible thereafter)  |
| <b>Reporting to</b>           | The relevant BIRI lead   |
| <b>Additional information</b> | Work will be at a variety of locations in the UK and abroad. The position will be based at the British Academy.<br><br>Interviews will be held in early June 2022. |

### **The role**

The position of BIRI Digital Coordination and Strategy Project Digital Archivist will be a temporary role, renewable depending on funding. The need for the post was identified by the BIRI Digital Coordination and Strategy Project. The British International Research Institutes (BIRI) are aiming at making their archives available online and ultimately at making them accessible through a joint portal. Whereas some of the eight BIRI are further ahead in this process, others need to start from a survey of their archives. The professional Digital Archivist will provide guidance and hands-on help. The role will include the identification of records created or received by the individual BIRI to secure an oversight of the holdings, to set up a cataloguing system and decide on priorities with the individual BIRI.

The post holder will work closely with the Digital Humanities Consultant and the Technical Consultant on the project as well as the advisory board composed of current BIRI-employed experts, archivists, collection managers group of experts working for several of the BIRI already.

### **Responsibilities**

1. Designing a simple system to ingest sets of metadata records relating to diverse types of materials preserved in the BIRI archives and libraries in collaboration with the Digital Humanities Consultant, the Technical Consultant, and the advisory board.
2. In liaison with the Digital Humanities Consultant, the Technical Consultant, and the advisory board to develop a Digital Asset Management' strategy for the relevant BIRI.
3. participating into the documentation of the strategy, in collaboration with the other BIRI professionals. This will involve international travel and periods of time staying abroad.
4. Providing guidance on international cataloguing and metadata standards at the outset of the project as well as assisting each of the BIRIs dedicated staff/volunteers while conducting a survey of the archives and records.
5. In consultation with the available personnel and relevant BIRI lead to provide guidance on numbering and labelling of archive materials as appropriate in preparation of digitisation.
6. To prepare an end of project report for the relevant BIRI leads and governing bodies.

**NB** Some duties involve the lifting and carrying of heavy boxes and volumes.

### **Hazard-specific / Safety-critical duties**

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Manual Handling
- Work with allergens – dust
- International travel required, including to Jordan, Israel, and Kenya. Visa may be required.

### **Context**

All eight BIRI possess large-scale archival resources of historical significance, ranging from photographic archives to plans and maps, archaeological collections to corporate records. These consist of physical collections, digitised and born-digital resources; they include the records of research undertaken by/under the auspices of an individual BIRI, but also personal archives and records which have been deposited over the years – sometimes by a single scholar contributing data to several institutions. These are ‘living’ resources and will grow as collections are added in the future. BIAA (British Institute At Ankara), BIEA (British Institute in Eastern Africa), BSA (British School at Athens), BSR (British School at Rome), and SLS (Society for Libyan Studies) have started work on the cataloguing and digitisation of their collections, although are at

different stages of the process and have used a variety of archive systems. The other BIRI are only beginning this process.

### **Overall aim**

The BIRI are working towards developing a joint online portal, which will enable access to and facilitate querying and searching collectively on the resources of all individual BIRI, discovering connections and generating new research questions. All BIRI hold information on locations and persons, as well as documents relevant to the development of their shared disciplines. As many locations and persons appear in the collections of more than one BIRI, linking this information across the BIRI will allow new (inter-)disciplinary research based on connections and comparison.

A joint portal will enable access to resources from different BIRI on specific topics, such as locations for a study on the development of individual settlements or regions; scholars that have worked in regions spanning more than one BIRI. These connections will become added value for specialists from a wide range of disciplines, including archaeology, history, geography, anthropology, ecology, architecture, and visual arts, as well as those interested in environmental change over time and other pertinent global challenges. With this portal it will be possible to enable open access as well as implementation of FAIR (Findable, Accessible, Interoperable, Reusable) principles. It is also crucial to set up a Linked Open Data framework in order to connect the various records which have been created or will be created in each BIRI repository. This initiative and portal will help to preserve the digital data for future generations.

### **Selection criteria**

#### **Essential**

1. Previous experience of working within an archive or special collections service, experience of spreadsheet/database entry work and awareness of digital records- collection management systems.
2. Experience with digital collections in cultural heritage organisations
3. Experience of conducting archive audits to accepted professional standards, and of assessing the historical importance of administrative records.
4. Experience of records management strategies and procedures and digital collections management.
5. Ability to work independently and as part of a team.
6. Excellent communications (written and oral) skills in English, especially regarding report writing.

7. Experience in using the Microsoft Office Suite, especially regarding Microsoft Excel.
8. Availability for international travel, including to Jordan, Israel, and Kenya. Visa may be required. Possession of all necessary paperwork passports, medical certificates, etc. is a necessity.

### **Desirable**

1. Knowledge of health and safety in working with archives, especially regarding manual handling.
2. Some understanding of Linked Open Data technologies, Digital Management, Licensing, and Digital Curation best practices.
3. A desire to pursue a career in the field of digital archives and records management.
4. Some knowledge of modern European languages.

### **How to apply**

If you would like to apply, please send an application with a supporting statement and cv to the BIAA London Manager, Ms Laura Paterson at [biaa@britac.ac.uk](mailto:biaa@britac.ac.uk). The supporting statement should be up to 500 words long and should outline how you would structure the task of coordinating the survey of several partially unordered and multi-material archives. Please provide details of two referees and indicate whether we can contact them.

For further information on this position, please contact the BIAA director Lutgarde Vandepuit at [director@biaa.ac.uk](mailto:director@biaa.ac.uk)

Your application will be judged solely based on how you demonstrate that you meet the selection criteria stated in the job description.