



Assistant Administrator

(fixed term, 24 months; half-time)

Further details

Job responsibilities

- o Prepares permit applications for BSA fieldwork projects and for study permits by individual BSA members to the Greek Ministry of Culture;
- o Assists BSA members in their contacts with the Greek Ministry of Culture and the Greek academic community;
- o Prepares/translates Greek language correspondence and any other necessary documentation in Greek;
- o In consultation with the School Administrator, handles everyday communications and tasks appropriate to the role as decided by the School Administrator and/or Director;
- o Administration support of BSA events in consultation with the School Administrator;
- o Coordinates and communicates website updates between Heads of Section and the System Administrator.

Starting date: 01/04/2023, or as soon as possibly thereafter.

The appointee must have a degree in Archaeology. The post is for a fixed term of 24 months and it is based in Athens, Greece. The gross salary will be in the range of €13,700 – 15,400 per annum, plus group health insurance.

Profile

Appointment is dependent on having a degree in Archaeology and relevant research/study experience reflecting adequate expertise to provide support ensuring the effective functioning of the Administration department of the BSA.

Essential criteria

- Proven experience in archaeological research/study;
- Experience with digital and social media communications;
- Excellent command in spoken and written Greek and in English (bilingual or near so);
- Excellent written and verbal communication skills;
- Proven ability to work efficiently independently;
- Willingness to work flexibly as part of a team and respond to urgent requests;
- Excellent time management skills and the ability to prioritise tasks;
- Confidence in communicating with a wide range of people in a role that may include liaising with officials, and the public;
- Familiarity with archaeological practice in Greece, incl. the Greek Archaeological Service.
- Excellent knowledge of MS Office

Desirable:

- Familiarity with the BSA
- Previous experience in a similar post

Application Process

Applicants are asked to supply the following:

- **Cover letter**, with the applicant's contact details, outlining the reasons for applying, addressing clearly how the applicant meets each of the selection criteria outlined above.
- **Curriculum vitae**, giving details of past employment, academic and other qualifications, and any relevant experience;
- The names, addresses, telephone numbers and email addresses of two referees, whom the candidate has contacted in advance and who have agreed to supply letters of reference. They will receive on submission of the application an email asking them to send their reference letters via a link by the closing date;

Closing date for receipt of applications (and references): 20th March 2023.

Applications should be submitted via this [link](#) by 20th March 2023.

Applicants will be assessed in the first instance on their written applications. Selected candidates will then be called for an interview. The successful candidate, who will be notified soon afterwards, is expected to take up the post from 1st April 2023 or soon afterwards (negotiable).

For further details on the British School at Athens, check the School's website (<https://www.bsa.ac.uk/>).

For informal enquiries on the post and the application process, please contact the School Administrator, Mrs Tania Gerousi (school.administrator@bsa.ac.uk).

The BSA actively supports equality, diversity and inclusion and encourages applications from all sections of society.

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 130-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. Typically over 600 researchers and almost 1,000 students use our facilities and the BSA collaborates with around 20 UK and 60 institutions worldwide, the majority 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 2015-2020 are posted on www.bsa.ac.uk.

Size and Scope

The BSA, founded in 1886, 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 (Professor Roderick Beaton), Vice-Chair of Council (Professor 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 260 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 Rebecca Sweetman, Director; Dr Evangelia Kiriati, Director of the Fitch Laboratory; Dr Georgios Mouratidis, Assistant Director; Dr Noémi Müller, Scientific Research Officer; Dr Kostis Christakis, Knossos Curator.

Full-time research fellows: the current Leventis Fellow, Dr Tulsi Parikh; the Williams Fellow in ceramic petrology, Dr Sergios Menelaou; 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 part-time Administrative Assistant and a Development Officer.

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 student library assistant. 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); Noel-Baker family papers; 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. An increasing number of items is available digitally on the BSA Digital Collections platform: <https://digital.bsa.ac.uk>. 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 a number of research polarising microscopes coupled with digital photography system) and a WD-XRF spectrometer for elemental analysis. It houses comparative collections of over 30,000 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 storing 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 research in all fields of Hellenic

Studies, particularly in the fields of archaeology, epigraphy and history, but increasingly also in modern Greek studies. 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 Modern Greek and Byzantine Studies* (Routledge). The BSA recognises its role in conserving and facilitating access to the archives (in all media) produced by major excavations, surveys or other studies. To this end we are active in cataloguing and digitizing our archive, and in making it available via the BSA's website through our Digital Collections platform:

<https://digital.bsa.ac.uk>.