**Job Description – Caravan of Love - Archivist, Hull UK City of Culture 2017\_v1**

In 2017, the eyes of the world will be on Hull as it becomes UK City of Culture. Hull UK City of Culture Ltd. has been set up to deliver 365 days of transformative culture through a range of diverse and high-profile events and projects.

**Details**

**Job Title:** Archivist

**Reporting to:** Discovery Coordinator

**Salary:** Negotiable

**Location:** Hull

**Contract type:** Full time, fixed term

**Contract length:** 1 year

**Overview**

Caravan of Love will be a key project in the Hull 2017 programme and will be led by the discovery and archiving of the memories and stories of the population of Hull.

**Key responsibilities**

The Discovery Assistant will be responsible for assisting the Discovery Coordinator in the discovery and archiving of these stories. Key responsibilities will include:

* Work with the Discovery team to capture the memories and stories of Hull
* Evaluating artefacts for preservation and retention
* Digitising artefacts, through recording, copying and scanning
* Arranging the acquisition and retrieval of records
* Preparing record-keeping systems and procedures for archival research
* Cataloguing collections and managing information and records
* Arranging exhibitions and talks
* Producing educational materials
* Identifying ways of protecting and preserving collections
* Managing and supervising volunteers

**Required Skills and Experience**

* Experience of evaluating, cataloguing and storing archive materials
* Knowledge of digital techniques
* Good interpersonal skills
* A meticulous approach and strong attention to detail

**Personal characteristics**

* Strong communication skills
* A self-starter, with the motivation, commitment, enthusiasm and drive to define clear goals
* An independent thinker with the flexibility to adapt within an organisation
* An individual with an innovative approach; able to plan, implement and continually adapt to meet the changing requirements of an artistic programme
* Ability to work under pressure and to tight deadlines
* An active interest in and appreciation of arts and culture
* The ability to treat information as confidential

**How to Apply**

To apply for this role, please email the following to recruitment@hull2017.co.uk before XXpm on Friday XXdate.

* A current CV
* A covering letter (no more than 2 sides of A4), outlining your suitability for this role and relevant experience
* Your current salary and salary expectations for this role

Interviews will be held week commencing XXXXX. Owing to the high volume of applications we expect to receive, we will not be able to respond to every applicant, if you have not heard from us by XXXX, then unfortunately your application has not been successful on this occasion.