

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Museum Archivist (Chelsea)

Post No: NAM 203

Reports to: Head of Archives, Library and Information

Job role

To oversee, manage, and develop the Museum's Archive collections. Responsible for a programme of cataloguing, proposing and including new accessions, and revisiting work on existing collections, to ensure they are catalogued to the appropriate sector standards. Plays a central role in the Archives, Library and Information team, working closely with trainees and volunteers, contributing to research outputs, exhibitions, digital, outreach and public programmes.

Job Description

1. The post-holder is responsible for:

- (a) Proactively engaging with external stakeholders to develop the Archive, acquire new material, and promote its use among researchers.
- (b) Ensuring that the cataloguing of existing archives and new acquisitions corresponds to sector standards and is aligned with Museum policy and procedure.
- (c) Leading a programme of Digital Archives collection, including managing Oral History collections and acquisitions.
- (d) Recommending disposals from the archives collection.
- (e) Identifying and expediting transfer of material from the Ministry of Defence (MOD). Advocating and communicating on behalf of NAM with external military archives, including regimental archives.
- (f) Leading projects that improve the understanding, management, care and use of the Archive. Overseeing and managing volunteers and interns to work on archives projects.
- (g) Leading archives digitisation projects to improve reach and access to the collections, aligned with the Museum's strategic priorities.
- (h) Working closely with the Collections Standards and Care team to ensure suitable Collections cataloguing standards and quality assurance workflows are in place.

- (i) Proactively integrating the Archive collection into research and publication projects.
- (j) Working with the Head of Learning and Programmes and the Exhibitions Manager on public engagement activity and gallery projects as required.
- (k) Contributing to the provision of public access to Archive through the Templer Study Centre, while maintaining high standards of care.

2. Resource Management

- (a) Responsible for the motivation, management and training of departmental Museum staff, contractors and volunteers, exercising a proper duty of care over them.
- (b) Ensure that knowledge transfer, coaching and mentoring of colleagues, is conducted as part of the Archives, Library and Information training and development plan. This includes identifying external coaching as required.

3. Internal Relationships

- (a) Provides advice across the Museum and to the SLT on Archives-related projects and issues
- (b) Work closely with colleagues in the Research team to ensure that collections information and knowledge from the archive, can be applied to support research outputs from the Museum.
- (c) Work with the Exhibitions manager, as part of inter-disciplinary teams to deliver permanent gallery work and special exhibitions.
- (d) Working with the Head of Learning and Engagement to contribute to the development and planning of the public programme and provide content for both formal and informal learning activity.
- (e) Work with other departments to enable the archive collections to be mobilised to support content for digital campaigns, social media and other forms of engagement activity as required.
- (f) Work with the Head of Archives, Library and Information to ensure both collections and institutional documentation are co-ordinated and linked where necessary.

4. External Relationships

- (a) Primary point of contact with DBS on the transfer of material from MOD to NAM.
- (b) Developing, maintaining close working relationships and encouraging partnerships with other archive sector partners.
- (c) Liaising directly with other military, Regimental and Corps Museums as required, particularly on archives and partnership projects.

5. Knowledge Management and Development

- (a) The post-holder will develop a sound working knowledge of the story of the British Army, its history, structure and associated collections.
- (b) The post-holder will further their specialist areas of expertise by undertaking research and publication around the Archives, Library and Information training and development plan and aligned with the Museum's research priorities and plan.
- (c) The post-holder will disseminate knowledge through the delivery of internal and external lectures, gallery talks, guided tours, publishing and digital delivery, and assisting where necessary with the delivery of outreach activity and the development of exhibition and digital content.

6. Health & Safety and Security

- (a) Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

7. In addition, the post-holder is required to:-

- (a) Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- (b) Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.

- (c) To play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources. Effectively managing delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer. To promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Senior Leadership Team.
 - (d) Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (*Risk Management at the NAM: Matrix of Risks*).
 - (e) Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.
 - (f) Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other NAM property or services are held, or carried on, as and when necessary. The post-holder will be required to work off-site including at the Museum's facilities at Stevenage. UK and some foreign travel may be required.
 - (g) The post-holder will be based at the Museum in Chelsea.
 - (h) The post-holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director and Senior Leadership Team.
 - (i) Chair Museum committees, teams and working parties, as delegated by the Director, or Head of Archives, Library and Information, and represent the Museum on external committees as required.
 - (j) Make presentations to the NAM Council (Trustees), the Director, Senior Leadership Team and members of staff.
 - (k) Deputising for the Head of Archives, Library and Information as required.
8. The appointment is permanent, working 37 hours per week, 5 days out of 7. Additional evening and weekend working may be required. The salary is £30,950pa - £33,750pa (inclusive). The post-holder is required to give three months written notice in resigning.

9. The appointment will be subject to a security clearance.
10. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.
11. The National Army Museum is an equal opportunities employer.

Justin Maciejewski, Director
National Army Museum

May 2023

Signature:- Date:-