

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Archives, Library and Information Team

Post: Museum Archivist

Post No: NAM 203

Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
Qualifications	Educated to degree level (or equivalent) in a relevant subject.	E	Certificate
	Postgraduate qualification in Archives approved by the Archives and Records Association.	E	
	Membership of professional organisations, e.g. Archives and Records Association, Information and Records Management Society.	D	
	Registered by, or working towards, the Archives and Records Association Registration.	D	
Experience	Proven experience of working in an archives or museum environment.	E	Application and Interview
	Understanding and experience of using archival standards (e.g. PD5454 and ISAD(G)).	E	
	Understanding and knowledge of Museum standards (eg SPECTRUM)	D	
	Experience of digital collecting and digital asset management	D	
	Cataloguing to recognised archival standards.	E	
	Experience of the Archives Accreditation Scheme	D	
	Experience of managing volunteers.	D	
	Experience of cataloguing backlog projects.	E	
Knowledge	Knowledge of the Public Records Act	E	Application and Interview
	Knowledge of different types of Army records	E	
	Knowledge of Copyright.	E	

	Knowledge/interest in British military history.	E	
Skills	Excellent interpersonal and communication skills and ability to work in a team.	E	Interview
	Good working knowledge of Collections Management Systems or archive database systems	E	Application and Interview
Special Aptitudes	Ability to lift a box weighing 6 kilos	E	Application and Interview
	Ability to successfully work on own initiative as well as in a team.	E	
	Excellent attention to detail.	E	
Particular circumstances	Extensive and frequent travel to other venues <i>e.g. Stevenage store</i> may be required and may include some overnight stays.	E	Interview
	Clean UK Driving License.	D	

KEY: **E = Essential**

D = Desirable

[May 2023]