

Northern Ballet

Job Title: Archive & Records Manager

Northern Ballet

Established in 1969, Northern Ballet is a powerhouse for inventive dance. We create innovative full-length ballets and tour these to as wide an audience as possible, alongside pieces from existing repertoire. We are an internationally facing world-class dance company where excellence and diversity is recognised and celebrated in all areas of our organisation. In 2021 the historical archive of Northern Ballet was donated to the University of Leeds Special Collections, to be made accessible to any researcher via the Brotherton Research Centre.

Main purpose of the job:

The Archive and Records Manager's main responsibilities are to ensure the company's current and archival records are managed and made accessible in accordance with best practice and relevant legislation. They will ensure the collection is catalogued, managed and stored in line with best practice and will work with other company departments to find opportunities to share the archive with the public and promote the company through projects and activities. The Archive and Records manager will spend time working from the University of Leeds Special Collections, as well as the offices of Northern Ballet to allow for access to the collection.

Key Responsibilities:

- develop the current service, creating and updating policies, guidance, and procedures
- act as a subject expert, answering research enquiries from NB departments and external researchers about the content of the archive collection

- foster the relationship with Leeds University Special Collections for the safe storage and access of the Northern Ballet archive collection
- catalogue and index the collection in a format compatible with the hosting facility
- preserve the collection through re-packaging
- manage the Northern Ballet archive volunteers
- work with NB departments to assess current recordkeeping procedures and develop records management systems and processes, assess priorities for digitisation of the collection, considering both preservation and engagement requirements
- work in collaboration with the University of Leeds Special Collections to enable the accrual and management of born digital archives
- manage the accrual of personal papers
- ensure the archive is GDPR compliant
- work with the Development team to access new sources of funding to support the development of the archive
- work with departments across the organisation to support projects such as, Heritage Open Day, PR opportunities, google arts and culture.
- seek and develop opportunities to work with the University of Leeds

At all times carry out duties and responsibilities in line with Northern Ballets, equal opportunities, health and safety and safeguarding policies.

Person Specification:

The successful applicant will have:

Essential skills:

- Detailed knowledge of best practice on collections management
- Ability to develop strong collaborative relationships
- A high degree of competency in cataloguing and indexing practice
- A comprehensive understanding of collections care ethics
- A good understanding of basic preventative preservation
- Excellent time management and organisational skills
- Excellent attention to detail
- Competent user of relevant IT equipment
- Understanding of the challenges of managing born digital records

- Ability to communicate complex issues to non-specialists
- Ability to work on own initiative and as part of a team
- Be willing to adhere to Northern Ballet's Equal Opportunities Policy

Desirable skills:

- Experience of managing volunteers
- A secure understanding of GDPR

Education:

- Post graduate degree in Archives and Records Management or equivalent qualification recognised by the Archives and Records Association, or substantial relevant experience

Salary:

£9,000 per annum (£30,000 per annum Full Time Equivalent)

Hours:

10.5 hours per week (1.5 days)

Closing date for applications: Tuesday 4 January 2022 at 12noon

Interviews will take place in Leeds, or online, on 24 or 25 January 2022

Northern Ballet drives to understand, respect, and champion diversity in all its forms and believes in embracing diversity within our workforce repertoire and practices. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from groups who are under-represented in our organisation. This includes, but is not limited to, people of African or Caribbean heritage, people of South, East and South East Asian heritage, and disabled people.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THE ARCHIVIST. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND FORMS PART OF THE CONTRACT OF EMPLOYMENT.