

## **Role Definition**

**Job Title:** Cataloguing Archivist

**Reporting to:** Publications and Research Manager and ultimately the Head of Communications

Led by the Special Collections Archivist, the Cataloguing Archivist will be required to rehouse, sort and catalogue records in the Special Collections Archive and on Foster + Partners' archive management software, as well as edit existing spreadsheets and catalogues of the collection for import into the archive.

The Cataloguing Archivist will be responsible for cataloguing a range of materials including drawings, slides and photographs, publications, awards and other materials relating to the creation, history and projects of the practice.

The aim is to permanently preserve and record these works, creating a significant resource for the practice and supporting a wider strategy to make the collection more accessible externally.

This role demands excellent organisational skills as well as the ability to work independently. A proven understanding of archive and cataloguing standards is essential and an interest in architecture and design is desirable.

## **Responsibilities**

- Catalogue the archive to agreed standards.
- Prepare and maintain catalogue records for the Foster + Partner's Collections Management database.
- Ensure optimum storage and retrieval conditions.
- Research the latest conservation techniques, including for digital material.
- Accurately input data, review and maintain system for archiving and storage of all slides, transparencies, photographs, negatives, historic and precious drawings, video tapes, project magazines, awards, CDs and other precious items.
- Agree cataloguing processes, including assessment of priority material cataloguing methodology and storage.
- Carry out established programme of work, led by the Special Collections Archivist.
- Liaise with warehouse team to move objects to and from long-term storage.
- Work closely with photographer to digitise material.
- Handle and manoeuvre precious material within the collections.
- Develop subject and collections-based expertise.
- Maintain and develop specialist knowledge of the practice and its work to support archive enquiries.
- Thorough knowledge of and compliance with Foster + Partners procedures and standards.
- Provide general support as required and administrative assistance where necessary to the Publications and Research Manager and Head of Communications.
- Support the work of the Library, Special Collections and Publications teams as required
- Play a part in the overall Foster + Partners Communications team and its work, as required.

## **Qualities and Skills required**

- Graduate archive qualification or equivalent
- Interest in architecture, with experience of working in an architectural practice desirable, or experience within the cultural heritage sector, preferably within an archive or museum or gallery setting.
- Knowledge of working to established cataloguing standards.
- Experience of handling paper based archival materials
- Experience of handling photographic based archival materials
- Experience of inputting and maintaining information on Museum Index/Collections Online
- Ability to handle and manoeuvre objects within architectural collections.
- Concentration, accuracy, great attention to detail and a methodical approach to work.
- Excellent written and verbal communication skills – articulate and diplomatic manner.
- Able to manage and prioritise duties and time efficiently.
- Self-motivated and able to work independently and take responsibility.
- Good interpersonal skills and ability to work independently and as part of an effective team.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is always maintained.
- Able to build good relationships at all levels, internally and externally.
- Able to demonstrate the ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

November 2022