

## **Role summary**

We have an excellent opportunity for a Special Collections Archivist to join our Communications team on a 12 month, fixed term contract (maternity cover). Providing research support to the entire practice, the research and archive team is also responsible for maintaining the Foster + Partners archive that includes precious drawings, slides and photographs, models, publications, awards and other practice-related ephemera.

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## **Role definition**

**Job Title:** Special Collections Archivist – 12 month fixed term contract

**Reporting to:** Archive Collections and Image Library  
Manager on a day to day basis and  
ultimately to the Head of Communications

## **Responsibilities**

- Assist with the management of the Special Collections archive daily
- Ensure optimum storage and retrieval conditions
- Research the latest conservation techniques, with reference to digital material
- 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
- Build on and maintain information on Museum Index/Collections Online for all assets in the Special Collections and archived model collection
- Liaise with exhibition designer to prepare model schedules, customs documentation and assist with logistics for models for exhibitions.
- Respond to requests for archive material from within the company and externally
- Familiarisation with and responsibility for the model archive database in order to assist with curating of exhibitions
- Liaise with Model shop, Drawings & Documents archivists and warehouse teams responsible for storing archives in Deepstore
- Liaise with Researcher/Librarian and Image Librarian about archive issues
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- Contribute, or otherwise assist, as required

## **Qualities and skills required**

- Able to demonstrate the ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Specialist archive experience, preferably in an architectural context
- Research skills
- Able to use database technology proficiently
- Able to research new developments in archival techniques
- Attention to detail and strong organisational skills
- Self-motivated and able to take responsibility

- Able to manage and prioritise tasks and time efficiently
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Able to build good relationships at all levels, internally and externally
- Flexible attitude
- Able to work efficiently under pressure and to tight deadlines
- Able to manage sensitive and sometimes confidential information
- Empathy with a creative environment
- Appreciation of, and commitment to, the business of the Practice

## **Desirable**

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.

August 21