

Wiltshire Archaeological and Natural History Society

JOB DESCRIPTION – Librarian and Archivist

Salary - £10,824 for 21 hours per week (equivalent to £18,042 for a 37 hour week)

About Wiltshire Heritage Museum

The Wiltshire Archaeological and Natural History Society was founded in 1853, after it acquired the books and papers of the topographical author, John Britton. It runs the Wiltshire Heritage Museum, which is home to Britain's best Bronze Age archaeology collection, many drawn from the Stonehenge and Avebury World Heritage Site. The Museum is working closely with English Heritage and Salisbury Museum on the development of the Stonehenge Visitor Centre, and has exciting plans for new displays. The Museum has a high profile, and regularly features in newspapers, radio and TV.

The Museum runs a full programme of exhibitions, events and workshops, particularly with schools and families in and around Devizes. The Museum has 8 members of staff, several of whom work part-time, and over 150 volunteers. This means that there are opportunities to be involved in all aspects of the work of the Museum and to work on projects with a range of partner organisations.

About the Library

The Library has extensive collections, including rare and unique material, such as the 1628 illuminated copy of the Devizes charters, seventeenth-century Civil War pamphlets and original Fox-Talbot negatives and photographs. The comprehensive collection includes manuscripts, maps, newspapers, sale catalogues, postcards, works by Wiltshire authors such as John Aubrey and Richard Jefferies, and biographies and portraits of Wiltshire people. For family historians, there are pedigrees, directories and transcriptions of parish records and monumental inscriptions, and local historians find the large collection of poll books, election broadsheets, parish histories, news cuttings and photographs invaluable in their research. The Library also holds an extensive collection of newspapers, including the archives of the 'Devizes Gazette'. For archaeologists, the Library contains the manuscripts and works of William Stukeley, William Cunnington, Sir Richard Colt Hoare and John Britton, an extensive journal collection, aerial photographs and reports of major Wiltshire excavations.

Job Purpose

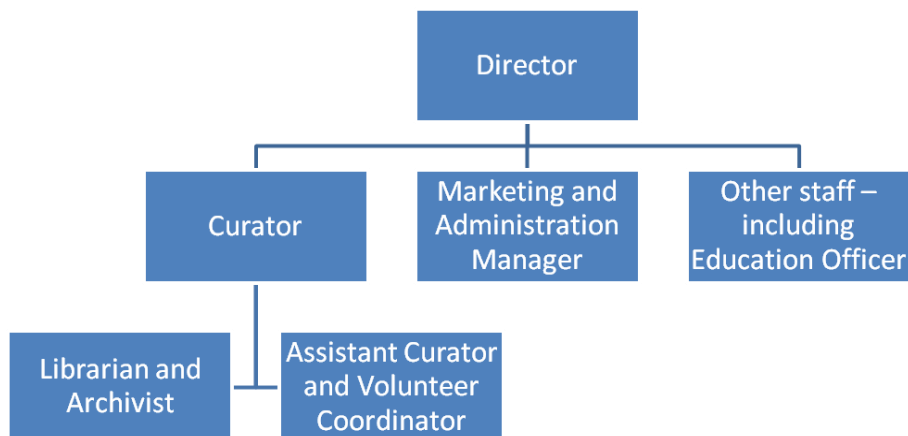
The Librarian and Archivist manages, develops, displays and interprets the library collections.

Main Duties and Responsibilities

- I. Responsible for the management and development of the library and archive collections including –
 - Acquisition of new items in accordance with the Library and Archive collecting policy
 - Cataloguing the collections using the MODES database
 - Ensuring the security of the collections
 - Collections care and preventative conservation

2. Work collaboratively with the Curator to plan, organise, interpret and present the library and archive collections in the galleries, exhibitions and online.
3. Provide access to the collections for researchers and enquirers.
4. Give lectures and talks about the collections to outside groups.
5. Work with the Management Team, Board of Trustees and local Councils to help secure ongoing support for the library and archive.
6. Network with other library and archive professionals, through meetings and collaborative projects.
7. Liaise with local and specialist groups to encourage the use of the collections.
8. Support, train and manage volunteers, developing a team that are able to provide a library service during library opening hours.
9. Provide research support to members of staff.
10. Working with the Marketing and Administration Manager to select Society records for retention.
11. Other duties as may be required

Staff Structure



Person Specification

	Essential	Desirable
Qualifications	Honours Degree in a relevant subject (such as History or Archaeology)	Archive or Library qualification
Experience and Knowledge	Experience in working with library and archive collections Computer literate	Experience of managing a historic collection Experience of cataloguing varied collections Familiarity with Microsoft Office software Familiarity with creating and using digital images
Related Abilities	Good communication skills – written and spoken Enthusiasm and commitment to working as part of a team Able to develop, lead and motivate a team of volunteers Flexible and willing to become involved in a variety of roles	