

New Archives Placement Opportunity with Crafts Council UK

This is an exciting opportunity to work alongside the Crafts Council Exhibitions and Collections team to develop and advise on a new archive policy and associated archive-collections management toolkit for the Crafts Council UK.

The Crafts Council is the national development agency for Craft in the UK. Established in 1971, we host national collections of craft. As we approach our 50th anniversary, we are looking to lay the groundwork for a strong archive policy that will help to preserve our heritage and ensure our development into the future.

The successful candidate will have an interest in archives and cultural institutions and will feel confident working with a wide range of archival material, including digital content, the Crafts Council collection, archival objects and our historical subject-specific library resource. As well as receiving support from the Crafts Council Exhibitions and Collections team, the candidate will have the opportunity to work with our networks of archival and collections experts at other high-profile institutions, including the British Museum and the V&A.

At the end of the placement period, the candidate will have outlined:

- a digital preservation policy
- a classification system for organizational material; and
- a procedure for managing archival heritage assets into the future.

Skills, Knowledge or Experience needed:

Essential:

- Ability to travel to London at regular intervals
- Some knowledge of museum CMS (MI+ and AI+)
- Some experience with collections documentation processes
- Knowledge of UK Collection Management standards

Desirable:

- Experience with publically-funded cultural institutions
- Knowledge of digital preservation

Timeframe to consider:

3 months full-time or 6 months part-time between April 2019 and April 2020.

Contact Information:

If this sounds like a placement you might like to explore/consider, please get in touch with Julia Bennett, Head of Research and Policy: j_bennett@craftscouncil.org.uk