**Archives and Collections Assistant (1.0 FTE)**

**Archives and Collections Centre, Learning Resources**

**Fixed term 12 months**

The Glasgow School of Art

The Glasgow School of Art is one of Europe’s leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to grow our student community in Glasgow by 25%, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world’s leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland’s higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK’s largest and most intensive research communities for the visual creative disciplines, GSA’s research activity is clustered into the following interdisciplinary themes:

* Architecture, urbanism and the public sphere
* Contemporary art and curating
* Design innovation
* Digital visualisation
* Education in art, design and architecture
* Health and wellbeing
* Material culture
* Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA’s own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA’s PhD community.

While we are firmly rooted in Glasgow, one of Europe’s leading creative cities, we are international in outlook with one of the UK’s highest percentages of international students and one of Scotland’s largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

* Achieve excellence and leadership in student-centred studio-based learning
* Engage with new audiences through inter-disciplinary research
* Extend our global reach and creative engagement
* Be a robust and efficient institution – maximising our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

Learning Resources

The Archives and Collections exist firstly to enable GSA staff and students to explore collections for inspiration and insight as part of their teaching, learning, artistic practice, and research, and secondly to enable the wider community to access and enjoy GSA’s holdings. The Archives and Collections team does this by collecting, safeguarding and making accessible the materials which they hold in trust for society and which serve as the institutional memory of the GSA.

Archives and Collections at the Glasgow School of Art are part of the Learning Resources department. The Learning Resources department supports teaching, learning and research at the GSA through the provision of a wide range of services, collections and spaces.

The Role

Job Title Archives and Collections Assistant

Location Archives & Collections

Reports to Archives and Collections Manager

Purpose To support the work of the Archives and Collections service by undertaking customer service, user engagement, online communication, collection care, and administrative activities.

Principal Accountabilities

The principal duties and responsibilities of the post holder are:

Customer Service and User Engagement:

* Provide students, staff and members of the public with access to the Archives and Collections’ holdings by:
  + managing internal and external enquiries
  + providing a visitor service for users
  + retrieving and shelving archives and artefacts
  + demonstrating the use of Archives and Collections’ online resources
  + demonstrating correct handling techniques for archives and artefacts
  + organising and overseeing training and handling sessions
* Contribute to the provision of a user-focused, efficient archive and collections service
* Develop, schedule and create content for and monitor activity on the Archive and Collections’ social media channels and website
* Assist with the preparation of exhibitions and displays
* Assist with the delivery of outreach activities and the Archives and Collections’ volunteer programme

Collection Care

* Enter and/or amend catalogue records
* Photocopy/scan/photograph material within legislative requirements
* Upload digital files to the Archives and Collections’ online catalogue
* Assist in the processing of new material and repackaging of items in the archives and collections as required

Administrative Activities

* Carry out a range of clerical and administrative duties
* Place orders for supplies
* Receive and process payments for Archive and Collections’ services

Other

* Share responsibility for the supervision and safety of Archives and Collections’ users
* Operate opening and shut down routines for Archive and Collections’ areas
* Any other duties commensurate with the grade and nature of the post

Key Challenges

* Working independently without close supervision to meet deadlines
* Organisation and prioritisation of own workload to meet competing demands
* Providing relevant information to a wide variety of stakeholders using a number of different media and techniques (including social media, email, displays and face to face sessions)
* Invoicing departments for use of photocopier
* Update departmental CVs
* Manage workflow from departments and appropriate delegation of duties within the team
* Arrange maintenance for departmental equipment e.g. photocopier
* Liaise with Estates Department re repairs and work requested
* Liaise with Registry as appropriate e.g. maintainance of up to date student records, provision of statistics
* Take an instrumental role in ensuring the smooth working of the office/department(s)
* Student assessable material - all administration associated with the receipt, logging and distribution thereof for marking by academic and sampling by external examiners
* Collation of student project and essay marks, progression etc and provision of statistics

Experience/ Qualifications

Essential

* Educated to HND Level or equivalent
* Experience of archive/museum/library work
* Experience of using Microsoft Office; Adobe Photoshop and social media platforms
* In-depth knowledge of and interest in art/history of art/architecture/design
* Experience of working in a customer service environment
* Experience of undertaking administrative duties including payment processing
* Knowledge of best practice in the archives and museum sectors and of relevant legislation, including data protection and copyright

Desirable

* Experience of using archive or museum cataloguing software

Skills and Attributes

* Excellent written and oral communication skills
* Excellent ICT skills
* Capable of working under own initiative as well as part of a team
* Organised methodical approach to work with good attention to detail
* Demonstrated ability to effectively plan and organise work to achieve desired outcomes
* Proven ability to be proactive, remain focused, take action to overcome obstacles and follow through to completion;
* Ability to work to deadlines and remain calm under pressure
* Ability to handle and move archives and museum collections material and an awareness of health and safety issues in an archive / museum environment
* A demonstrable understanding of how archives and collections support students within a HEI creative practice learning environment

Organisational Chart

See Appendix 1

Relationships

Internal

* Head of Learning Resources
* Learning Resources team, including Archives and Collections staff
* Staff at all levels
* Students at all levels

External

* External researchers
* General public
* Suppliers of goods and services

Terms and Conditions

Contract: Fixed term for 12 months

Probationary Period: It is recognised that there is an inevitable “settling in” period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions and interview and as set out in the Job description. The probation period for this role is six months

Hours of Work: 35 hours per week

Salary: Grade 3 £19,305– £22,214 per annum

Holidays: 30 days plus 11 statutory holidays per annum

Pension: Option to join Local Government Pension Scheme

Notice Period: One month

­­­­­­Appendix 1