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| <b>JOB DESCRIPTION:</b> | <b>Archivist/ Archive Curator</b>            |
| <b>REPORTS TO:</b>      | General Manager, Strokestown Park            |
| <b>LOCATION:</b>        | Strokestown Park, Strokestown, Co. Roscommon |
| <b>CONTRACT TYPE:</b>   | 3 year full-time, Fixed Term Contract        |
| <b>SALARY:</b>          | €38,000 - 45,000 p.a.                        |

**INTRODUCTION:**

Strokestown Park House is one of the best preserved Georgian Mansions in Ireland. Strokestown Park is a unique and internationally acclaimed visitor attraction which includes The Irish National Famine Museum telling the story of The Great Irish Famine, Walled Gardens, Woodlands, Café and Gift Shop. The property was purchased in 1979 by Westward Group and its continued restoration and preservation is a measure of their commitment to the preservation of our heritage. Since 2015 the Westward Group is working with the Irish Heritage Trust (IHT) to continue to safeguard this unique Heritage site for future generations and to create opportunities for people to get involved in protecting and sharing special places. It is planned to name the Archivist position in memory of the Irish Heritage Trust Chairman, James Osborne.

The Irish Heritage Trust is an independent charity which was established in July 2006 as a joint initiative between government and the voluntary sector. In August 2015 the Irish Heritage Trust took responsibility for operating Strokestown Park and the National Famine Museum. In addition, the Irish Heritage Trust are responsible for operating Fota House and Garden (Cork) and will shortly take responsibility for Johnstown Castle Estate and Garden (Wexford).

**JOB SUMMARY:**

This is an exciting and unique opportunity for the successful candidate. You will report to the General Manager, Strokestown Park. You will work with the Irish Heritage Trust team, with support and guidance from the International Advisory Committee (IAC). You will be responsible for the continuing development of the Strokestown Park Archive and the sharing of its content & stories with visitors, students, academics and other interested parties.

**Principal Duties and Responsibilities:****Primary:**

- Familiarise yourself with the archive and current cataloguing structure
- Review of current cataloguing and implementing changes as approved by the International Advisory Committee and the IHT
- Provision of reader services including reference interviewing, reading room supervision and supervision & guidance of interns

- Proposing, developing and driving development projects and initiatives
- Apply to relevant bodies for financial support for such projects where relevant
- Work with a group of local historian volunteers to assist in contextualising localised knowledge, events and families
- Preparing lectures and delivering presentations to user groups including academic groups and at exhibitions
- Preservation functions including preparation of collections for surrogacy
- Prepare and publish a full guide to the collection
- Co-ordinate the set up and provide a quarterly review of progress to the International Advisory Committee

**Secondary:**

- Work on other projects and tasks as assigned by the IHT and the IAC
- Work with the wider team at Strokestown Park and with the IHT central office functions including finance, HR, marketing etc. as appropriate
- Assist with the administrative and operational arrangements for events and other activities when required

**CANDIDATE CRITERIA:**

This position will involve frequent interaction with visitors, volunteers and other interested groups and the successful candidate will have excellent communication and presentation skills and a desire to share the stories contained within this internationally significant archive.

**Essential Qualifications:**

- Postgraduate qualification in Archives Administration with a minimum of 3 years professional experience is required
- Undergraduate degree in history is desirable
- Postgraduate degree in cultural policy or museum studies would be an advantage
- Member of the Archives and Records Association (or another comparable body accredited by the ARA)
- Experience of cataloguing private papers and cataloguing standards
- Familiarity with descriptive standards such as ISAD(G) and EAD as well as general database skills
- Excellent writing skills
- Strong IT skills and software application skills including good familiarity with MS office
- Extensive knowledge of Irish history
- Working knowledge of data protection legislation
- Understanding of the grant application process
- Hold a full clean driving licence

**Required Competencies/ Attributes:**

- A self-motivated, resourceful and enthusiastic approach to work
- Effective team player

- A customer service ethos and demonstrated customer care skills
- Excellent presentation skills
- Proven skills in time management and work prioritisation
- Ability to perform work with accuracy and attention to detail
- Evidence of a flexible approach to work and a willingness to accept and adapt to change
- Ability to multitask and to work calmly under pressure
- Ability to travel nationally and internationally as required

The breadth of the Trust's work means that, in addition to being able to work independently the successful applicant must have good team working skills. Almost every work area identified in this role has connections to and dependency on, other team members and therefore empathy with colleagues' areas of responsibility and the ability to work effectively with others is critical.

As the successful candidate will take up a 3 year fixed term contract, key deliverables and performance measures will be decided and approved by the Irish Heritage Trust with the guidance of the International Advisory Committee on an annual basis.

#### **SELECTION PROCESS:**

Selection for appointment will be by means of a competitive interview conducted by a panel established by the Irish Heritage Trust. The criteria for selecting candidates to be called for interview will be the requirements of the position as set out in this job description. The selection will involve a two-stage interview process. Candidates invited for interview must be prepared to attend at their own expense. It is expected that first round interviews will take place the week commencing September 17<sup>th</sup>, 2018 in Strokestown Park, Co. Roscommon.

Interested candidates should apply by forwarding a cover letter and Curriculum Vitae to [recruitment@irishheritagetrust.ie](mailto:recruitment@irishheritagetrust.ie) stating 'Archivist' in the subject title. The closing date for applications is Friday 7<sup>th</sup> September 2018.