JOB DESCRIPTION

Communities – Communities – Archives. Strade: Band: Band 2 Workplace: Northumberland Archives Strade: Band: Band 2 Workplace: Northumberland Archives Seponsible to: Commercial Development Manager Date: 27/02/2024 Manager Level: Job Purpose: To provide digitisation support to Northumberland Archives by undertaking client digitisation orders, appending content to our selectronic catalogue, digitisation support to Northumberland Archives digital preservation programme, supporting Northumberland Archives Reading Room; preparing content to supporting the maintenance of our website. Resources Staff None Finance None None Physical Handle delicate archival material; retrieving this from strongroom shelves with use of ladders as appropriate. Clients Digitising archival material as requested via client orders, staff members and for external client projects. Adding digital content to our digital library. 3. Appending digital content to Reading Room. Nore Straff 4. Web-mounting digital content to Reading Room. Nore Straff 5. Preparing content to Reading Room. Nore Straff 6. Adding and editing content to Reading Room. Nore Straff 7. Noregring content for social media. Adding digital content to Reading Room. S			JOB DESCRIPTION		
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	<u> </u>	Sedentary office work with new	ed to stand walk and lift		
	Transport			to meet transport requirements of the po	ost.

requirements:	
Working patterns:	Normal office hours (3 days per week) but flexi-hours may apply if colleagues provide cover. Possible attendance at
	evening and weekend meetings.
Working conditions:	Mainly indoors. Requirement to lift and carry archival material.
Hours:	21 hours per week.

PERSON SPECIFICATION

	Archives	1	
		Access by	
	Desirable	Assess by	
Qualifications and Knowledge	Knowledge of digitization stondards		
Good standard of general education.	Knowledge of digitisation standards.		
Detailed knowledge of Photoshop.	Knowledge of digital preservation.		
Detailed knowledge of social media.	Knowledge of website maintenance. Knowledge of archival sources.		
Experience	Knowledge of photography.		
Experience Experience of using digitisation equipment.	Experience of working in an archive or libre	n (
Experience of using digitisation equipment.		Experience of working in an archive or library	
		environment.	
	Experience of handling archival sources. Experience of using cameras.		
	Experience of using carrieras.		
Skills and competencies			
Strong IT skills.	Ability to present to groups.		
Numeracy skills.	Design skills		
Ability to pay attention to detail.	Interest in and knowledge of the history of		
Ability to work effectively as part of a team.	Northumberland.		
Ability to plan work and to keep to agreed timetables.			
Ability to communicate effectively with clients, colleagues and with volunteers			
Ability to use social media effectively.			
Ability to work to deadlines.			
Ability to work effectively with minimum supervision.			
Ability to work with unwieldy records and to handle records delicately.			
Personable nature and skills in interacting with members of the public.			
Physical, mental, emotional and environmental demands		T	
Normally works from a seated position with some need to walk, bend or carry			
Need to maintain general awareness with lengthy periods of enhanced conce	ntration.		
Some contact with public/clients in dispute with the County Council.			
Other			
Able to meet the transport requirements of the post			
Key to assessment methods; (a) application form, (i) interview, (r) references,	(t) ability tests (q) personality questionnaire (g) assess	sed group wor	

(p) presentation, (o) others e.g. case studies/visits