Archivist for Blackrock College

Seeking Archivist for Blackrock College archive

Job Title: Archivist

Contract: Part time hours (18 hours per week), permanent role

Pay: In line with ARA Salary Recommendations (based on a pro-rata part time rate for Lower Management)

About Blackrock College:
Blackrock College, Co. Dublin, was founded by the Holy Ghost Fathers (now known as the Spiritans) in 1860. Blackrock is one of the five schools in Ireland run by the Congregation in close co-operation with a dedicated group of lay personnel.

Job Description:
The College holds a historical archive, whose mission is "to collect, manage and preserve records relating to the history of Blackrock College and its founding by the Congregation of the Holy Spirit, and provide qualified access to researchers, staff, students and alumni."

Responsibilities include:

- Cataloguing the collection to an ISAD(G) standard
- Answering queries via email or phone
- Educating student groups as part of school tours and archive visits
- Writing articles about the archive for the College newsletter five times in academic year
- Providing access to records to the public, students, and administration
- Facilitating researchers in the archive
- Organising exhibitions relating to College history and events
- Updating archive social media page
- Providing a report on a school term basis to the Principal

Requirements:

- Archival training (Such as Certificate in Archives Management, MA Archives and Records Management, or similar)
- Excellent computer proficiency (Microsoft Word and Excel)
- Understanding of GDPR in relation to historical archives

How to Apply:
Applications should be sent by email to archives@blackrockcollege.com with the heading "Application for Archives position" **before 9th July 2021**.

Interviews will take place from 19th July 2021.

Start date 16th August 2021.