**National Army Museum**

Royal Hospital Road, Chelsea, London SW3 4HT

**Archives, Library and Information Team**

**Post: Museum Archivist Post No: NAM 203**

**Person Specification**

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| **CRITERIA** | **STANDARD** | **E/D** | **EVIDENCE** |
| **Qualifications** | Educated to degree level (or equivalent) in a relevant subject. | E | Certificate |
| Postgraduate qualification in Archives approved by the Archives and Records Association. | E |
| Membership of professional organisations, e.g. Archives and Records Association, Information and Records Management Society. | D |
|  | Registered by, or working towards, the Archives and Records Association Registration. | D |  |
| **Experience** | Minimum of three years’ experience of working in an archives or museum environment. | E | Application and Interview |
| Understanding and experience of using archival standards (e.g. PD5454 and ISAD(G) ). | E |
| Understanding and knowledge of Museum standards (eg SPECTRUM) | D |
| Experience of digital collecting and digital asset management | D |
| Cataloguing to recognised archival standards. | E |
| Experience of the Archives Accreditation Scheme | D |
| Experience of managing volunteers. | D |
| Experience of cataloguing backlog projects. | E |
| **Knowledge** | Knowledge of the Public Records Act | E | Application and Interview |
| Knowledge of different types of Army records | E |
| Knowledge of Copyright. | E |
| Knowledge/interest in British military history. | E |
| **Skills** | Excellent interpersonal and communication skills and ability to work in a team. | E | Interview |
|  | Good working knowledge of Collections Management Systems or archive database systems | E | Application and Interview |
| **Special Aptitudes** | Ability to lift a box weighing 6 kilos | E | Application and Interview |
| Ability to successfully work on own initiative as well as in a team. | E |
| Excellent attention to detail. | E |
| **Particular circumstances** | Extensive and frequent travel  to other venues *e.g. Stevenage store* may be required and may include some overnight stays. | E | Interview |
| Clean UK Driving License. | D |

**KEY: E = Essential D = Desirable** [May 2023]