

Archivist

Information about the National Gallery	page 2
Information about the Department	page 5
The Role Profile	page 6
Essential role criteria	page 7
Summary of terms and conditions	page 9
How to apply	page 10



THE NATIONAL GALLERY

The National Gallery exists so that people can engage with great art

It is a public museum with a uniquely important collection of pictures for the benefit of all. It tells a coherent story of European painting spanning seven centuries and reflects how artists and the societies in which they lived have responded to myth and religion, history and contemporary events, landscape and the human form, and to the tradition of art itself.

The National Gallery constitutes a living legacy of humanity's highest cultural achievements in painting and is an inestimable resource for understanding the world as we have inherited it.

We who currently have responsibility for the Gallery want to share this resource, and our enthusiasm for it, with the widest possible audience.

Established in 1824, the National Gallery is a national responsibility ultimately underwritten by Parliament. A quarter of a century ago the Gallery's statutory responsibilities were set out: to care for and add to the collection, to display it for the public, to advance scholarship and research, and to promote enjoyment and understanding.

Millions of people now visit the National Gallery every year and we reach many more online. We are committed to the idea of the National Gallery as a place of learning and enjoyment and we aim to realize the Gallery's potential as a source of inspiration for this and future generations.

From its inception the National Gallery has been free for all to visit. We believe that free admission represents a commitment to the public which must be reaffirmed and developed, a commitment to visitors of all ages, from Britain and abroad, and from all walks of life.

The National Gallery has an important role to play in enabling people to understand and negotiate the changes that society is undergoing by providing long-term historical perspective, mediated access to works of art of great significance and beauty, and a safe environment for reflection on questions of identity, beliefs, and on the relationship between the past and the present.

STRUCTURE

The Gallery has charitable status, and is a non- departmental public body sponsored by the Department for Culture, Media and Sport (DCMS). The Director acts as the Accounting Officer.

The Gallery is governed by a Board of Trustees, chaired by Hannah Rothschild. The Board of Trustees of the Gallery holds the pictures in trust on behalf of the nation.

Under the overall leadership of the Director, the Gallery's staff work across two main areas:

- Chief Operating Officer (Human Resources, Buildings & Facilities, Directors of Finance, Public Programmes and Digital).
- Collections and Research (Art Handling, Conservation, Collections, Collection Registrars, Curatorial, Framing, Photography, Research and Scientific).
- The Director of Public Programmes and Partnerships covers (Education, Exhibitions, National Programmes and developing partnerships with external bodies).
- The Digital Director is responsible for the Gallery's digital strategy (including Digital, Information Services, Creative, Press and PR).

The Gallery currently employs approximately 240 full-time and part-time staff with plans for growth during the coming year to 300. A significant portion of the Gallery's services is handled by a range of commercial partners, who provide in-house and front-of-house services. The Gallery is supported by the activities of the National Gallery Company Ltd, a commercial entity which contributes financially to the National Gallery. It is owned and operated by the National Gallery Trust, an independent Trust which generates and manages additional charitable contributions to the National Gallery.

STRATEGIC PRIORITIES 2018–2023

Dr Gabriele Finaldi, the National Gallery's Director, has articulated a new, ambitious vision for the Gallery, clearly identifying its strategic priorities until 2023. Under Dr Finaldi's leadership, the overarching vision for the Gallery is to be a stronger, more resilient museum, well prepared to fulfil our large ambitions for the decades ahead.

1. We will significantly expand our programmes and activities and work more with contemporary artists. Museum learning will be central to our ambition to foster engagement with the public.
2. We will seek to acquire major paintings and to build up the collection in little-represented or unrepresented areas of the history of art.
3. We will create a National Gallery with digital at its heart, to reflect a more digital world.
4. We will share our pictures with people across the UK and we will share our expertise to support regional museums.
5. We will invest in and develop our research capabilities to be an intellectual leader in the fields of technical art history and conservation science.
6. We will make a significant investment in our staff and undertake a major infrastructure project to accommodate them on a single site, the One Gallery Accommodation Hub.
7. To deliver these plans, we will grow our income with the aim of being 50% self-funding by 2022/3.

Further detail is available [here](#).

THE DEPARTMENT

The Research Centre supports the Gallery's research strategy and ensures that its resources are made available to the widest possible audience, including both national and international visitors and digital users, as well as Gallery staff, visiting academics and post graduate students. It has primary responsibility for managing, conserving and providing access to the Gallery's library and archive collections. Additionally, Research Centre staff are engaged in planning and supporting academic programmes, including seminars, colloquia, study days and conferences, as well as working closely with research-active staff across the Gallery, academic partners and collaborators.

The library collects books and periodicals that relate to the study of Western European painting from the 13th to the early 20th century and, in particular, to the history of the National Gallery and its collection. It acquires materials in support of the Gallery's research strategy, priorities and themes. In addition, the archive acquires records generated by the Gallery and these are Public Records, and the Archive is recognised as a Place of Deposit by the National Archives. The archive also acquires records from individuals and corporate bodies, where they have a particularly relevance to the history of the Gallery, its Collection, or the history of collecting European paintings. Typically, this category includes the private papers of staff, Trustees, collectors and academics, or papers relating to pictures in the Gallery's Collection.

More details about the Centre and access arrangements are available on the Gallery's website, <https://www.nationalgallery.org.uk/research/research-centre>

THE ROLE PROFILE

Archivist

JOB CONTEXT

The Archivist manages all aspects of the National Gallery Archive and plays a key part in the activities of the Research Centre. The role is responsible for the maintenance and development of the National Gallery Archive and for facilitating access to the information it contains. The role also has a significant Gallery-wide function to lead on the development, documentation and implementation of policies and procedures that ensure compliance with relevant legislation, government requirements and public expectations in respect of all Gallery records.

JOB PURPOSE

The Archivist supports the Gallery's strategic aim to invest in and develop its research resources. It will contribute to the Gallery's ambitions to develop a Research Centre of national and international significance. The role assists in ensuring compliance with the statutory requirements of the Public Records Act, Freedom of Information Act and GDPR.

SCOPE OF JOB

Archives: Accessioning, sorting and arrangement of all new archival material; description of both existing and new archival material in accordance with national and international standards, particularly ISAD(G); preparation of guides, lists and other finding aids, particularly digital and online, to facilitate access to information contained in the Archive; indexing and binding of the Board minutes.

Records Management: Manage the Gallery's records management policies and procedures to ensure business efficiency and compliance with relevant legislation (including GDPR and Freedom of Information Act); review retention schedules to ensure efficient selection, acquisition and appraisal of Gallery records in all media; manage semi-current records in the Archive store.

Research Services and Outreach: Answer enquiries from the staff and public about the history of the Gallery and the collection; advise and assist staff and external researchers to consult records in the Archive; promote the history of the Gallery; develop a programme to provide digital access to selected items from the Archive; manage reader supervision, including invigilation, visitor guidelines, etc.; provide archive tours/inductions and public talks; invigilate external visitors to the Research Centre in support of the Library and Archive Assistants as required

Preservation: Ensure the physical care and environmental protection of the archive according to recognised standards; manage archival conservation and binding projects; manage the acquisition of archival storage and preservation equipment; manage the programme to digitise archival material.

Specialist Adviser: Act as the Gallery's FOI and GDPR specialist and co-ordinate Gallery responses to FOI and GDPR requests; ensure all staff are well briefed on their FOI and GDPR responsibilities; act as the Gallery's Departmental Records Officer to ensure that the Gallery's obligations as a designated place of deposit under the Public Records Act are met, and assume a lead role in all transactions with the National Archives; prepare papers, as required, for senior management and the Board of Trustees.

KEY DELIVERABLES (TARGETS)

- Gallery staff and external researchers gain access to the research resources they need;
- FOI and GDPR enquiries are answered within statutory limits;
- The Gallery's archives promote the research profile of the Research Centre;
- Innovation in making the Gallery's archives available across digital platforms.

KEY RELATIONSHIPS

The jobholder will maintain regular contact with colleagues in the Research Centre, particularly the Research Centre Manager, Archive Assistant(s), and Librarian. The jobholder will maintain daily contact with Gallery staff and external researchers. The jobholder will also need to maintain relationships with a range of external contacts, e.g. other museum and gallery archive professionals, representatives of the National Archives, the Information Commissioner's Office, etc.

MANAGERIAL RESPONSIBILITY

This role will manage the Archive Assistant and Graduate Trainee Archive Assistant, as well as other occasional fixed-term posts which may arise.

ESSENTIAL ROLE CRITERIA

- MA/Diploma in Archives/Records Management or equivalent qualification;
- Demonstrable professional experience of working as an archivist;
- Application of current archival and records management theory and practice in a practical setting;
- Ability to assess Freedom of Information/subject access enquiries and interpret GDPR and the Freedom of Information Act;
- Excellent organisational and time-management skills, including ability to prioritise a variety of tasks to meet deadlines;
- Flexible approach to areas of responsibility and willingness to participate in a wide range of activities, as required;
- Confident manner both internally and when representing the Gallery externally.

ADDITIONAL ESSENTIAL CRITERIA

- The work requires some heavy lifting as well as working at height.
- Occasional travel may be required

DIVERSITY AND EQUAL OPPORTUNITES

- To value and respect your colleagues and members of the public regardless of their background.
- To cooperate and contribute to measures introduced by the Gallery to ensure equality of opportunity and encourage diversity.

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Archivist

Contract

Full time
Permanent

Salary and Pay Grade

This post is on the Gallery's Band E. The full time salary is £35,500 pa.

Pay Review

Pay increases are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements.

Employee Benefits

- Occupational defined benefit scheme (Civil Service Alpha, details available through the Civil Service website); transfer from another Civil Service employer with an existing scheme (eg Classic) will be recognised.
- Annual leave entitlement begins at 26.5 days pro rata, rising to 31.5 days at five years' service.
- Flexible benefits from three months' service, including discounts, holiday trading, cycle to work and other benefits which vary from time to time according to availability via the Gallery's 'Palette' scheme.
- Flexible working arrangements to suit.
- Participation in the reciprocal arrangement between cultural institutions for free entry.
- Employee discount in the Gallery's retail and catering outlets, as well as a number of outlets in the vicinity of Trafalgar Square.
- Free tickets to Gallery exhibitions, up to four to share with friends and family.
- Employee Assistance Programme and Occupational Health, including annual 'flu vaccination on request.



HOW TO APPLY

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the job you are applying for. There are a number of sections to complete before submitting your application. However, you can save your application form at any stage and return at any time prior to the closing date to complete.

If you have any questions on the information you should provide, or have any difficulties completing the form, please contact the Human Resources Department at recruitment@ng-london.org.uk or on 020 7747 5909.

Employment & Academic History

Due to the value of our collection the Gallery undertakes extensive pre-employment screening, including a criminal record check. As part of our security screening process we need to account for all of your time over at least the past 3 years and will verify the information provided. However we are interested in all of your relevant work experience so please provide us with your career history.

Supporting Information

In this section you should provide any information that supports your application. The essential role criterion shows you the criteria which are necessary to carry out the responsibilities of the job and will be used to shortlist candidates for interview.

By using the role profile, you should outline how your skills, knowledge and experience match the requirements of the post.

Selection

For some roles at the Gallery we will ask you to complete a variety of selection activities to allow candidates to demonstrate your abilities and suitability for the post. These may include ability tests, personality questionnaires, work simulation exercises, interviews, etc. Details of the specific activities will be advised to you as part of the process.

Equal Opportunities Monitoring

The Gallery is committed to equal opportunities for all job applicants and employees. Our policy is that no job applicant or employee should receive less favourable treatment than another on grounds of gender (including gender reassignment), sexual orientation, marital or family status, civil partnership status, race, colour, nationality, ethnic or national origins, religion or similar belief, disability, age or trade union membership or any other condition or requirement which cannot be shown to be justifiable.

Information you provide such as ethnic origin, gender and disability will be used solely for monitoring purposes and identifiable information will not be disclosed.