

## Culture Perth and Kinross

### Job Profile

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| <b>Job Title</b>  | The Gannochy Trust Archive Intern  |
| <b>Service</b>    | Archive and Local & Family History   |
| <b>Salary</b>     | GE3, SCP 5027<br>£24,382.90 per annum pro rata   |
| <b>Contract</b>   | Fixed term for 3 months  |
| <b>Hours</b>      | 36 hours per week  |
| <b>Location</b>   | Gannochy Trust, Pitcullen Terrace, Perth<br>and A K Bell Library, Perth<br>(Office Based Role) |
| <b>Reports to</b> | Senior Officer for Archives and Local & Family History   |

#### Job Purpose

To catalogue and re-package The Gannochy Trust Archive to support the Trust's business activities and make the archive accessible for research. The postholder will also help to identify suitable material to include in forthcoming anniversary events in 2024 and 2025. Documents and photographs will also be digitised to increase access.

#### Main Accountabilities

- Cataloguing the records in an Exell spreadsheet or CALM collections management software (training will be given).
- Researching the history of The Gannochy Trust to inform the content and arrangement of the catalogue.
- Developing an understanding of professional archive standards, including ISAD(G) and applying them consistently.
- Identifying any copyright or data protection restrictions which may apply to parts of the archive.
- Developing an understanding of archival appraisal to support sorting and arrangement of the records.
- Re-packaging and carefully labelling the archive in archival quality enclosures.
- Identifying fragile and damaged records.
- Identifying records of interest for forthcoming anniversary events.
- Digitising photographs and other records identified through the project and requested by Trust staff.

## Job Specific Requirements

There is an expectation that short listed candidates will meet all the requirements stated below.

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| <b>Knowledge &amp; Experience</b>   |
| <b>Essential:</b> <ul style="list-style-type: none"><li>• 3 SQA Highers, or equivalent, including English.</li><li>• Interest in following a career in Archives or the wider heritage sector.</li><li>• Demonstrable research skills.</li><li>• Attention to detail.</li><li>• Experienced user of Word and Excel.</li></ul><br><ul style="list-style-type: none"><li>• <b>Desirable:</b></li><li>• Degree or post-graduate qualification in a relevant subject (Archives, History, English, Social Studies, etc.).</li><li>• Knowledge and/or experience of working with archives.</li><li>• Knowledge and/or experience of archive cataloguing.</li></ul> |
| <b>Health &amp; Safety</b>  |
| <b>Essential:</b> <ul style="list-style-type: none"><li>• Able to cope with the demands of the job and attend on a regular basis.</li><li>• Able to follow health and safety procedures and highlight any health and safety issues in relation to this post.</li><li>• Able to work safely with records of different shapes and sizes, including large or heavy records, stored in different environments, including on shelves and in cool and uncomfortable conditions.</li></ul>   |
| <b>Equality &amp; Dignity at Work</b>   |
| <b>Essential:</b> <ul style="list-style-type: none"><li>• Able to treat colleagues with dignity and respect in accordance with Culture Perth and Kinross' policies on equalities and dignity at work.</li></ul>   |
| <b>Communications</b>   |
| <b>Essential:</b> <ul style="list-style-type: none"><li>• Able to communicate effectively with colleagues.</li><li>• Good written communication skills.</li><li>• Good literacy and numeracy skills.</li><li>• Good keyboard skills.</li></ul>  |
| <b>Flexibility</b>  |
| <b>Essential:</b> <ul style="list-style-type: none"><li>• Able to work on own initiative.</li><li>• Flexible approach to working hours or location.</li></ul>   |
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**Achievement of Results****Essential:**

- Good organisational skills, able to work to deadlines and manage own workload.
- Self-motivated, enthusiastic and conscientious.

**Quality****Essential:**

- Attention to detail
- Able to monitor, evaluate and reflect on your working practice.

**Team Working****Essential:**

- Able to contribute positively in a team working environment.

**Decision Making & Problem Solving****Essential:**

- Able to prioritise own workload.
- Able to follow procedures and ask for help when required.