



Role description

Job title	Project Archivist
Salary	£24,000 (0.8 of £30,000)
Reports to	Deputy Director
Line management	N/A
Key areas of operation	Trixie Sullivan Archive, collections, research, learning, public programme
Tenure	Fixed term, 16 months
Full time/Part time	0.8 FTE
Place of work	25 Brook Street, London
Hours of work	32 hours per week, 09.00-17.00 including lunch break of 1 hour, Monday – Thursday (other working patterns can be considered, however). Some evening and weekend working may be required, for which time off in lieu will be granted.
Role Description approved	19/08/2025

Job purpose

This post is employed by the Handel House Trust, funded by the National Lottery Heritage Fund. It will deliver key elements of an initiative to conserve, digitise and make accessible newly acquired archival material from Anim Records Ltd, collected by Patricia 'Trixie' Sullivan and recently acquired by the Handel House Trust. This will include cataloguing, researching the material, working with specialists to conserve and digitise the archive, collecting stories inspired by the material, and supporting the development of audience development and public engagement events and displays for visitors and target audiences in the local community.

Key responsibilities

- Deliver the cataloguing, conservation, research and digitisation elements of the project, co-ordinating specialist suppliers,
- Act as an internal and external advocate for the project, working with the staff team and volunteers to fully involve them in the project
- Manage relevant elements of the project budget, programme and risk register, ensuring all are kept up-to-date
- Support the Deputy Director and Director in fulfilling reporting and other requirements of the National Lottery Heritage Fund (NLHF) as the enabler of this project, completing all necessary reports and claims.

Collections management, care and digitisation

- Be responsible for the overall care of the archive material during the project, ensuring it is conserved to recognised standards for material of this kind
- Work with conservation specialists, agree and manage the implementation of a treatment plan for the archive, including selecting appropriate storage methods and ensuring the collection is safely transferred to appropriate new archival storage boxes and folders
- Specify and deliver a cataloguing system for the collection that is compatible with the existing Axiell CMS
- Specify and manage the digitization of the archive by specialist contractor, ensuring it is delivered in a format compatible with Axiell and the museum website

Research

- Research the collection, identifying and documenting new stories that enrich knowledge of Jimi Hendrix, music, culture and society of the 1960s
- Complete secondary research, including interviews and collecting oral history, prompted by information and questions raised through researching the archive
- Share research outputs with a variety of different audiences through appropriate media, including scholarly presentations and papers, social media, blogs, learning materials for schools, displays and events

Communication and public programming

- Work with the Learning & Communities Manager to develop at least two 'Making Home' projects for active engagement with the collection by refugee and migrant communities
- Work with the Learning & Communities Manager to enrich learning sessions and materials with new stories and outputs from the project
- Work with the Commercial & Marketing Manager and the museum web service providers to ensure the digitized archive is fully accessible online
- Work with the Commercial & Marketing Manager to promote the archive's content and stories on the museum's social media channels

- Support the development and delivery of public engagement events and visitor displays that use the archive to share more stories and ideas, and promote the heritage in the museum, to visitors and new audiences

Stakeholders

- Develop and maintain positive relationships with external stakeholders in the project including NLHF, the vendor/their family, community groups, academics and researchers and project suppliers

Financial and Management reporting

- Ensure accurate records are maintained of transactions and budget and that the finance system, Xero, is kept-up-to-date
- Produce regular project progress reports for the Director
- Prepare and submit grant reports about the project as required by NLHF and any other relevant funders

Other duties

- Perform other duties reasonably requested by the Director or Deputy Director

Person Specification

Quality	Essential	Desirable
Attitudes and behaviours	<ul style="list-style-type: none"> • Motivated self-starter able to work with minimal supervision and co-operates effectively as part of a team • Takes ownership of objectives and takes pride in high standards of delivery • Determination to explore new ideas and find new ways to engage the public with heritage • Professional outlook and manner and able to have fun at work 	<ul style="list-style-type: none"> • Commitment to continual professional development and always looking for a better way of doing things • A passion for music, particularly either the music of Jimi Hendrix and the 1960s
Experience and knowledge	<ul style="list-style-type: none"> • Experience of researching and/or managing archive collections or related discipline • Practical understanding of standards, conservation principles and practices relevant to archive collections • Experience of creating engagement activities to share research outputs • Track record of managing budgets and projects • Managing relationships with suppliers 	<ul style="list-style-type: none"> • Experience of setting budgets and objectives • Initiating relationships with new suppliers • Knowledge of the music of rock and popular music in the 1960s and 1970s
Leadership and working together	<ul style="list-style-type: none"> • Working in teams with colleagues with other specialisms 	<ul style="list-style-type: none"> • Developing and presenting strategies and plans

	<ul style="list-style-type: none"> • Achieving objectives by working with others, including managing upwards and sideways 	
Qualifications	<ul style="list-style-type: none"> • Degree, level 7 archives apprenticeship or similar qualification or experience 	