

**ART FUND
JOB DESCRIPTION**

Job Title	Archive Manager (part-time, 3 to 4 days per week, four-month contract)
Department	Programmes
Reports to	Senior Programmes Manager and Secretary to the Board
Purpose of Role	
Undertake a review of Art Fund's archiving policy and procedures, implementing changes and devise a forward plan for future management. A second objective for the role will be to undertake the 5-year corporate archiving exercise. These two strands of work will be delivered with the support and collaboration of colleagues across the organisation, including Art Fund's Legal Advisor, part-time Grants Archivist, and Tate (custodians of the Art Fund archive).	
Key Accountabilities	
<p>Policy</p> <ul style="list-style-type: none"> • To review Art Fund's existing corporate archiving policy (2013) and grants archiving policy (2015), make recommendations on a revised policy and produce a schedule to implement these changes in order to deliver a streamlined approach to corporate archiving which includes consideration to cost and resources. This should include consideration of: <ul style="list-style-type: none"> ○ Potential for integration of processes with existing Art Fund systems and tools such as the grants management system and digital asset management system. ○ Review of existing organisation data structures and whether those would complement archiving taxonomy. ○ More recent grants schemes and projects, and making recommendations for how files relating to these should be prepared for archiving. ○ Identifying other tools or systems to support management of and access to the archive, focussing specifically a forward plan for improved digitisation of historic and future material. This might also consider suitability for public access for researchers as well as internal use. ○ Existing Art Fund policies on GDPR and the holding of personal data. ○ With the support of Art Fund's Legal Advisor, review of the existing agreements with Tate (as holders of the archive) and whether we are compliant within their own procedures. This might include consideration of the Freedom of Information Act for example. ○ Processes which allow for easy access to recent information. ○ Environmental impact of our processes. • To draft a data retention policy, taking into account the above. <p>Archive</p> <ul style="list-style-type: none"> • To assess the 2013 review of Art Fund archive material in Tate archive and at Art Fund's offices at 2 Granary Square and re-index the archive catalogue if required. • To identify Art Fund historical material held at Art Fund's offices and add to the Tate archive if appropriate, including grants files. • To review records management for all Art Fund departments and collate new material for archive and add to catalogue as appropriate. • To work with Art Fund's part-time archivist and staff across the organisation to achieve the above. 	

Other Activities, Duties and Responsibilities
<ul style="list-style-type: none"> • To participate in the wider life of Art Fund • To undertake other duties as requested by Art Fund from time to time
Reporting Lines
Reports to Senior Programmes Manager and Secretary to the Board
Other key relationships
Close working relationships across Art Fund, particularly with members of Programmes and Finance and Resources teams.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Holds a relevant specialist qualification, for example an MA or postgraduate diploma in Records and/or Information Management, or related subject	
Knowledge	<p>Good knowledge of current best practice in archiving and records management, including digital and cloud-based solutions</p> <p>Good understanding of GDPR and Data Protection legislation.</p>	
Skills/Abilities/Competencies	<p>Highly organised, with excellent attention to detail</p> <p>Practical thinker, with ability to see bigger, strategic picture</p> <p>Personable and persuasive; enjoys working with a wide variety of stakeholders</p> <p>Excellent time and project management skills</p> <p>Able to present information clearly and concisely, in person and on paper</p> <p>Excellent team player</p>	
Experience	Demonstrable experience of working with archives and	

	<p>reviewing archiving procedures and processes</p> <p>Demonstrable experience of working with asset management/record management systems</p>	
Personal Attributes	<p>Engaging and open</p> <p>Initiative and adaptability</p> <p>An energetic self-starter with an efficient and hard-working approach</p>	<p>An interest in the arts and museums</p>