

Llangollen International Musical Eisteddfod

Project Archivist

The Llangollen International Musical Eisteddfod is seeking to appoint a Project Archivist on a fixed term, self-employed / freelance basis, to lead a new archive project "Archiving the Past". This role has been created to lead and manage a short-term grant funded project to begin the process of cataloguing and digitalising a wealth of material relating to the history of the Eisteddfod. Working with the Chief Operations Officer and volunteer Archive Committee, the post-holder will develop a digital archive system, start the process of recording and making material available online, train volunteers on the system and help support the production of promotional materials relevant to the archive content. The post-holder will also be responsible for assessing options for the future and make recommendations for the long-term development of the Eisteddfod archives as an online resource.

Company Description

Llangollen International Musical Eisteddfod ("the Eisteddfod") has been an international cultural icon since its inception in 1947 following the aftermath of the Second World War. The aim of the Eisteddfod is to promote peace and goodwill between nations and to provide education and knowledge of the arts through the delivery of an annual international festival of music and dance.

The Eisteddfod is a Company limited by guarantee and is a registered charity. Its governing body is a Board of 13 volunteer trustees, 4 of whom also comprise the central management team, called the Officers' Group. There are a range of volunteer committees who are responsible for functional areas required for the delivery of the Eisteddfod and the Eisteddfod is heavily dependent on the support of volunteers both throughout the year, and during the week of the Eisteddfod itself. There is a small team of staff employed by the Eisteddfod with some services such as PR and sponsorship that are contracted out.

The Eisteddfod

The Eisteddfod is an international music and dance festival with a diverse programme of activities. During the day there are high quality international music and dance competitions in the Eisteddfodic style which attract competitors from across the globe. The evening concert strand includes performances from world-class professionals and various musical genres are represented from classical, opera, choral, jazz and rock. The evening concerts also feature two of our most prestigious competitions, Choir of the World and International Voice of the Future.

For full information on the 2019 programme please visit our website <https://international-eisteddfod.co.uk/>

In addition to the programme in the main pavilion, there are activities on the Eisteddfod site with outside stages and performance areas. We also undertake outreach activities and have key artistic projects that feature each year, such as the Peace Message involving local children and our Inclusion project.

Purpose of the Project

The aim of the project is to set in place the necessary equipment and procedures for building up a digital and online archive of heritage items relating to Llangollen International Musical Eisteddfod. As well as setting up the hardware and software, this will mostly involve discovering and listing what archive material is available across the world and then acquiring and saving on the new Eisteddfod archive database a relatively small selection of digital copies of photographs, documents, books, audio, video and some objects.

A second part of the project will be to raise awareness, both locally, nationally and internationally, of the historical significance of the Llangollen International Musical Eisteddfod in fostering good international relationships between countries from all corners of the globe.

The final deliverable from the project will be a proposal to obtain funding for a much larger programme that will allow expansion of the archive storage and the archiving of all items discovered during this project.

Key Responsibilities

- Day to day management of the project, reporting to the Chief Operations Manager and the Archive Committee.
- Overseeing the installation of the archive hardware
- Making recommendations on the choice of archive software and overseeing its installation
- Create a catalogue system to appropriate standards that is compatible with the chosen archive software and provides a basis for the future development of the archive system
- Create appropriate finding aids using relevant technology in accordance with archive policies
- Contacting and liaising with organisations and individuals, locally, nationally and internationally, to identify what archive material exist relating to our Eisteddfod.
- Training volunteers in methods and best practice of digitisation.
- Training volunteers in entering data onto and using the archive database.
- Creating educational materials for local schools.
- Oversee the creation and printing of a book about the history of the Eisteddfod.
- Manage the creation of a short film, in collaboration with Llangollen Museum, about the history of the Eisteddfod.
- Marketing and publicity, in conjunction with the Eisteddfod Marketing Officer

Person Specification

Essential:

- A relevant degree and postgraduate qualification in Archive Administration.
- The post-holder should be a qualified Archivist with at least 2 years' experience.
- Excellent IT skills with experience of using cataloguing software and Microsoft Excel
- Experience of cataloguing large collections
- Experience of training and or managing volunteers.
- Good communication skills
- Proven interpersonal, teamwork and decision-making skills
- Excellent organisational skills and time management with ability to manage own workload and that of others effectively

Desirable:

- Experience of creating educational material for schools
- Experience of writing proposals for heritage projects
- Experienced in the use of museum digital archive hardware and software such as PastPerfect or MODES
- Working knowledge of Welsh Language

Contractual Details

Title: Project Archivist
Contract: This is a fixed term freelance / self employed contractual post
Based at: The Eisteddfod Office, Royal International Pavilion, Llangollen
Fee: £200 per day for 44 days over a year. This rate is inclusive of any necessary travel and subsistence and, where applicable, V.A.T.
Reports to: Chief Operations Officer

Application Details

To apply for this position, please submit a current CV which should include:

- educational and professional qualifications
- work history
- details of relevant experience and training
- notice period required from current post
- details of 2 referees including current/most recent employer

In addition, please include a covering letter outlining the relevant skills and experience which make you suitable for this post (with reference to the Person Specification and Key Duties and Responsibilities). Your covering letter should be no more than 1 side of A4.

The deadline for receipt of application is 15th May 2019. Please submit your application by email to Sian Eagar (Chief Operations Officer) at sian.eagar@llangollen.net with the subject line Project Archivist application. Shortlisted applicants will be notified by email, and interviews will be arranged on the 29th – 31st May.