

Freelance Brief Sheet

Project: *Cataloguing of Pilkington's Archive, Salford Museum & Art Gallery*

Details of Brief:

- Archival sorting, appraisal and arrangement of Pilkington's Company Archive.
- To catalogue the Pilkington's Company archive to archival standards ISAD(G) for upload, or directly into Ke EMu (Axiell). Also, for catalogue data to be shared with appropriate national and local databases (Discovery, Archives Hub, etc.)
- To source and re-house archive items in appropriate conservation storage (storage materials provided by Salford Museum and Art Gallery).
- To note key highlights of the archive for photography to inform a future online searchable database and merchandise development
- To note items requiring conservation
- To work with an undergraduate/graduate placement to provide work experience and training (days by arrangement). To include supporting the placement student to write a blog charting project progress.
- To liaise with Local History Librarian and Collections Manager re progress of the project
- Share findings with staff teams and public
- The Archivist to comply with museum and SCLL policy regarding health and safety, security, lone working and safeguarding

| Person Specification | | |
|-------------------------------|---|---|
| Key Criteria | Essential | Desirable |
| Qualifications and Experience | Good Honours Degree Experience of cataloguing archive materials | Post Graduate Qualification in Archives Administration Experience working in a local authority archive |
| Skills and Knowledge | Good IT and Computer skills including working with Microsoft Office Good oral and written communication skills Ability to work with archive | Experience of using Ke-EMu |

| | | |
|--|---|---|
| | catalogue software Ability to organise own work and work to clear objectives and deadlines Familiarity of Data Protection legislation | software Previous experience of project work Familiarity with copyright legislation |
|--|---|---|

Fees & Invoicing:

Working days are flexible and to be agreed in negotiation, with an agreed end date for the project no later than 31st March 2018.

Flat rate fee: £8,700. Invoice schedule to be discussed