

Issue date: Thursday, 17th September 2020

Siamsa Tíre, The National Folk Theatre of Ireland Archive Assistant (Temporary) Recruitment Pack

Contract: Fixed Term to 31st March 2021

Pay: €15.00 per hour

Hours: Average a minimum of 14 hours per week. Flexibility on hours is an essential requirement of the role e.g. project delivery may require additional hours for which Time Off in Lieu will be provided.

Line Management: Reporting to the Music Director. The employee may work alongside other staff, volunteers and work experience students from time to time.

Archive Assistant (Temporary) Job Description

The Archive Assistant will be responsible for researching, cataloguing and digitising Siamsa Tíre's Folk Culture Archive to enable discovery, enjoyment and access for a wide range of audiences.

This is a temporary employment contract to enhance organisational capacity until 31st March 2021 while Siamsa Tíre develops its new strategic plan.

Siamsa Tíre's Folk Culture Archive includes sound recordings, film recordings, images, scores, and memorabilia, many of which have not yet been digitised.

The post holder will create and amend catalogue records and other metadata and oversee the day to day digital data workflows.

The Archive Assistant will ensure that the archive material is catalogued and can be made readily searchable and available to researchers, historians, educators, artists or national archives for the benefit of the people of Ireland.

Engaging people with Irish Folk Culture, sharing and passing on our own creative skills, our approach and our expertise as well as learning from others and providing a home for communities to gather, learn, participate and create together is the deepest root of our mission.

Reporting to the Music Director, the Archive Assistant is a new temporary role and will work closely with colleagues in creative learning, artistic production and marketing.

The Archive Assistant holds the following responsibilities:

1. Archive cataloguing:

- Create the archive inventory of materials.
- Produce catalogue records and associated metadata.
- Research the content of the archive material to ensure the accuracy of catalogue.
- Create information packages on groups of archive material.
- In conjunction with the Music Director, ensure that rights ownership is established for all material.
- Quality check catalogue and other records being created.

2. Creative Learning:

- Using archive materials, assist where relevant with programmes run by colleagues in Creative Learning. Our existing Creative Learning activities currently include:
 - Folk Theatre Training Academy
 - Traditional Arts Outreach and Education
 - Our traditional arts classes, workshops, group practice and performance showcases are provided for:
 - children and young people aged 7-18 on an extracurricular basis
 - children and young people in their educational setting as part of their formal school curriculum
 - adults at beginner, intermediate and advanced level
 - Folk Theatre Archive
 - The Homecoming visitors centre (in development)
 - Free Radicals Youth Theatre
 - Arts-in-education schools programmes
 - Local Creative Youth Partnerships
 - Work experience placements
 - Professional arts development internships
 - Volunteer programme
 - Artist residencies
 - Artist mentorship and in-kind support
- Using archive materials, assist the Creative Learning Assistant with the development of new Creative Learning projects in line with the Strategic Plan that reach new communities and audiences.
- Liaise and build good relationships with our local community and other key stakeholders.

3. Budgeting and finances:

- In conjunction with colleagues, identify and prepare applications for potential new sources of funding for maintaining the archive if required.
- Adhere to the company's Financial Policies, Procedures and Controls including procurement policies and purchase order systems.

4. Compliance:

- Adhere to and be mindful of Siamsa Tíre's Children and Vulnerable Adults Safeguarding Policy for all our activities.
- Undertake and update formal risk assessments for activities as necessary and communicate and oversee implementation of the necessary mitigation measures with relevant personnel.
- In conjunction with relevant staff, adhere to, monitor, and (where agreed necessary) update the venue's relevant Standard Operating Procedures (SOPs) and any other staff training and monitoring material as required to ensure compliance with regulations or best practice.
- Ensure that effective monitoring and evaluation systems for all activity are in place and regularly updated / maintained and that all funder reports for Creative Learning activities are accurate and submitted as required.
- Maintain clear and orderly records, systems, and audit trails to ensure transparent and documented compliance with relevant legislation for company including employment, health & safety, child protection, data protection, insurance, licencing, financial and charity regulations, and audit requirements.
- Abide by, support, and implement the company's policies and procedures.

5. Marketing and communications:

- Contribute to the development and provision of marketing materials to the Sales & Marketing team for all archive activities, including writing effective copy and providing content for social media and website.

6. External liaison:

- Liaise with programme partners on archive activity.
- Liaise with contractors and suppliers of goods and services as required.
- Liaise with clients to ensure smooth event operations.

7. Other Duties and Obligations:

- Act as an ambassador and advocate in representing the company.
- Attend and contribute to operations or staff meetings as may be required.
- Adhere to policies and procedures as set out in the employee handbook or other such staff circulars.
- Adhere to procedures relating to the proper use and care of information, equipment and materials for which the role has responsibility.
- Participate in training and development programmes/courses to maintain and improve performance and to assist in identifying self-training and support needs.
- Participate and work within a performance management development system.
- Undertake any other duty as may be required and set by the Executive Director.

Candidate Skills and Attributes:

Essential:

- The ability to work unsupervised on own initiative.
- Professional experience of archives and catalogues.
- Reliability, flexibility, and congeniality in a team environment.
- The ability to independently plan ahead and manage time and meet deadlines.
- Self-motivated with a high degree of initiative to pre-empt potential problems, troubleshoot and implement appropriate solutions.
- Excellent organisational skills.
- Excellent communication, interpersonal and teamwork skills.
- A calm, assured, clear and diplomatic approach to communication.
- Excellent literacy and good numeracy skills.
- Familiarity with Microsoft Outlook, Word, Excel, & general computer literacy.

Desirable:

- A relevant qualification (e.g. archivist, librarian, historian).
- An affinity with and appreciation of folk and traditional arts.
- An understanding of contemporary arts practice and creative learning, participation and engagement programmes.

Contract Terms Offered:

This is a temporary role to enhance organisational capacity until 31st March 2021. Salary level is set at the Full Time Equivalent rate of €27,300 per annum payable on a pro rata basis i.e. €15 per hour for 14 hours per week. While the role is anticipated to average a minimum of 14 hours per week, flexibility on hours is an integral requirement of the role e.g. project delivery may require multiple consecutive days work for which Time Off in Lieu will be provided. A four-month probationary period will apply. The company facilitates flexi-time working for back-office work and is currently facilitating remote working for staff where possible to protect against the spread of COVID-19. The position is subject to Garda and reference checks.

Recruitment Process:

Candidates will be assessed and scored against the requirements of the role as described and against the skills and attributes sought for the role. Candidates should therefore ensure that the information provided in their applications clearly demonstrates their suitability against the requirements.

Within four weeks of the closing date for applications, shortlisted candidates will be invited to interview and candidates who have not been selected for interview will be informed that they were not selected. A second interview may be scheduled in the case of close scoring of two or more candidates.

Expenses for attendance to first interviews will not be covered. Reasonable expenses for attendance to second interviews may be covered with prior agreement.

Before the company considers making an employment offer to an applicant, we will require the contact details of two referees including both phone and email addresses. These can be provided by you upfront on your original application or, if you prefer, requested from you after your interview. These referees must be able to vouch and account for your professional expertise and experience specifically as it relates to the role that you have applied for. The referees will also be asked questions relating to your trustworthiness, reliability, and character.

The company reserves the right to form a panel of qualified candidates or not to appoint to the role from the applications received.

Applications:

The deadline for applications is **Monday 12th October 2020 at 5pm**

Applications should be emailed to: admin@siamساتire.com. Hard copy materials and applications will **not** be accepted.

Applicants must send an email with the words **Archive Assistant Application** in the subject line of the email and must attach:

- a) a cover letter which gives an insight into your values and your approach to your work.
- b) a CV which clearly demonstrates how your qualifications and professional experience meets the job and skills requirements.

Siamsa Tíre is deeply grateful for the grant funding and business sponsorship that has been provided in 2020 by:



An Roinn Cultúir,
Oidhreacht agus Gaeltachta
Department of Culture,
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