A screenshot of a computer

Description automatically generated

We are looking for an Archives Assistant to support the development and installation of new displays in the *Stories That Made Us: Roots, Resilience, Representation* exhibition, which celebrates and preserves the rich heritage of South Asian and British South Asian communities in Coventry.

The role includes selecting archival objects for display and creating interpretation material. We would also like the role to work with the wider Stories That Made Us project team to help develop and then lead a team of archive volunteers to organise, catalogue and review The Virk Collection at Coventry Archives.

**Role and Responsibilities:**

1. To support the development and installation of archival object displays within the Stories That Made Us exhibition. This involves developing interpretation, installing archival objects in displays, carrying out condition checks, ensuring proper packing and unpacking of objects.
2. To support the recruitment and development of a new team of archive volunteers to work on the Stories That Made Us project.
3. To support the Stories That Made Us project team and the archive volunteers in advising good practice for cataloguing archives in line with archives standards.
4. To supervise the safe handling and movement of objects within and between the Stories That Made Us archive and Culture Coventry sites providing training and advice for trainees and volunteers to ensure safe working practices and appropriate installation.
5. To oversee the operation of computers, microfilm readers, photocopiers to support archive volunteers.
6. To assist the Stories That Made Us project team in the collection and monitoring of performance indicators and statistics for the service, which relate to the Stories That Made Us project and exhibition.
7. To work with marketing staff to promote the Stories That Made Us project and exhibition through a range of media, locally and at a national level, where appropriate.

Working Pattern Tuesday to Friday. There can be some flexibility in working pattern to be discussed at interview stage.

Interviews to take place 10th/11th April 2025.

**Stories That Made Us Project Archives Assistant AAsAssistant AsAAssiAssistant**

* Great development opportunities
* FREE health and fitness membership\* \*\*
* FREE health and fitness membership for a family member or friend\* \*\*
* FREE onsite parking at most sites
* FREE training for applicable roles
* DISCOUNTS on various Centre activities\*
* FREE entry to venues\*
* [Access to our Employee Benefits platform](https://cvlife.co.uk/wp-content/uploads/2024/06/external-HR-Employee-Benefits.pdf)

( ( \*\*The two benefits combined can be worth £1000!)

(\*not applicable to casual workers)

CCT063

2nd April 2025

Exhibitions/Archives

£23,240.08 Per Annum Pro Rata

20 per week Fixed Term for 11 Months

Herbert Art Gallery & Museum

Culture Coventry