

JOB SPECIFICATION

Job Context

Title: Archaeological Archives Assistant
Department: Finds
Reports to: Archive Manager
Based at: Unit 55, Brockley Cross Business Centre, Brockley
Terms of employment: permanent, with a probation period of 3 months

Purpose of the job.

Assisting in the preparation of archaeological finds for deposition with museums and other assigned repositories.

Main job objectives

- Assembling the finds from individual sites designated for archive deposition
- Checking and collating the finds with relevant data regarding artefact type, date and other required information, liaising with finds specialists where necessary
- Ordering and reboxing the finds in accordance with requirements from the relevant museum/repository
- Supervising volunteers, when available to help with sorting and organising the finds
- Updating the PCA database with the generated information on the finds archive

Tasks	Performance Standards
Assembling the finds from individual sites designated for archive deposition	Ensuring all finds are assembled, noting and following up on individual finds or boxes missing
Apply discard policies where relevant, eg ceramic building materials and metalwork	Liaise with relevant specialists to identify material that should be discarded, taking care to ensure that information on individual finds that are discarded is retained on the finds database
Ordering and reboxing finds for deposition	Ensuring finds are bagged, labelled and stored following the standards of the relevant museum/repository
Updating the PCA finds database	Using the PCA access database, making sure that all new information regarding box numbers and box content is updated
Checking and collating the finds with relevant information	Utilising site and specialist reports to ensure that correct information on date and artefact type is included. If necessary, liaise with individual specialists for this
Produce additional documentation where necessary	Currently, The Museum of London (LAARC) requires either small finds cards or individual photographs of registered finds
Produce a final archive Finds List	Export the final updated database into a designated excel spreadsheet

Company standards of performance and behaviour

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| <ol style="list-style-type: none"> 1) Honesty, integrity and professionalism in all business dealings. 2) Commitment to the aims of the company and of the section in which the photographer works 3) Attention to detail as well as the big picture. 4) Professional conduct in all customer contact. |
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Responsibilities and relationships

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| <ol style="list-style-type: none"> 1) To Archive Manager 2) To Finds Manager and Archivist 3) To finds specialists |
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Key internal relationships

Archive Manager, Finds manager, Finds specialists

External relationships

Museum collections management

Terms of Employment

As per Contract of Employment As set out in Employers Manual

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree in Archaeology, Museum Studies, History or other relevant subject 	<ul style="list-style-type: none"> • Training in collection care and similar subjects
Experience & Knowledge	<ul style="list-style-type: none"> • Understanding and appreciation of materials and objects • IT skills 	<ul style="list-style-type: none"> • Previous work in museum archive or related organisation • Familiarity with databases
Skills & Competencies	<ul style="list-style-type: none"> • Ability to work well as part of a team • Ability to work on own initiative, and identifying issues that need resolving • Good organisational skills with attention to detail • Excellent communication skills, both written and oral 	