



WILHELMINA BARNS-GRAHAM TRUST

77 Brunswick Street, Edinburgh EH7 5HS

info@barns-grahamtrust.org.uk • TELEPHONE 0131 209 7870

www.barns-grahamtrust.org.uk

WILHELMINA BARNS-GRAHAM TRUST Collection & Research

Project Archivist

FIXED TERM 6 months (starting late-Jan / Feb 2022), flexible 2-3 days a week (15-22 hours), salary £28,500 pro-rata.

The Wilhelmina Barns-Graham Trust was established by the Scottish artist Wilhelmina Barns-Graham in 1987. The Trust exists to enhance the reputation and understanding of Wilhelmina Barns-Graham as one of Britain's most significant 20th century artists, and through her legacy supports young people and other individuals to fulfil their potential in the visual arts.

The Aims of the trust are:

- To foster, protect and promote the reputation of Wilhelmina Barns-Graham
- To advance the knowledge of the life and work of Wilhelmina Barns-Graham through exhibitions, research and publications
- To establish an archive of key works of art and papers, to serve as a source of information about Wilhelmina Barns-Graham's life and works and to provide access to this collection
- To support and inspire fine art and art history students through the provision of bursaries and scholarships

Job Summary

This role will encompass the appraisal, arrangement and cataloguing of a single large archive collection. An important part of the role will be cleaning data following transfer from one system to another.

Post holders are likely to have an accredited qualification in Archive Management or at least 2 years' equivalent experience in the field, preferably with experience in cataloguing an archive collection to completion.

Key Responsibilities

- Appraising, arranging and cataloguing the Archive using The Museum System (TMS) cataloguing database.
- Verifying accuracy of data transfer of the Archive catalogue to TMS
- Undertaking re-boxing and preparation the material for future digitisation
- Any other duties appropriate to the post



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Knowledge, Skills and Experience

Essential

- Postgraduate qualification in Archives & Records Management or equivalent experience (2 + years working in an archive repository)
- Relevant honours degree (preferably an art history degree or similar)
- Knowledge of collection care issues, including appropriate archive storage, handling and preservation
- Understanding of relevant legislation (including Copyright, Data Protection and GDPR)
- Knowledge of content standards for archive description (i.e. ISAD(G))
- Experience in using The Museum System (TMS) or similar archive cataloguing database and other IT packages
- Excellent communication skills (written and oral)
- Ability to work independently and determine one's own workplan
- Ability to lift and carry boxes and to use ladders

Desirable

- An interest in and knowledge of 20th century British art
- Experience of working with previously uncatalogued archive collections

To apply please send, by Wed 29 December, a short letter (one-side A4) and current CV (including two referees), by post or email to;

Rob Airey | Director
Wilhelmina Barns-Graham Trust
77 Brunswick Street
Edinburgh
EH7 5HS
email: rob.airey@barns-grahamtrust.org.uk

Interviews will be towards the end of January, for any informal queries please email or call 0131 209 7871.