

Project Conservator, Digitisation

Job Summary

Organisation

The National Archives

Location

Kew

Contract Type

Permanent

Salary

31178 British Pounds

Closing date

Tue, 28/11/2023 - 23:55

Job Details

About us:

This is an exciting opportunity to join the Collection Care Department at the National Archives in Kew and work within a dedicated team of conservators preparing collections for digitisation. At the National Archives we are always seeking new ways to broaden, enable and enhance access to the 11 million records we hold in our collections. One such way that we achieve this is through the mass digitisation of our collections in conjunction with commercial partners in genealogy and academic publishing.

About the role:

Digitisation projects are a key part of The National Archives' business, access and preservation strategy. They involve multiple departments working interdependently to bring a project together and allow us to build valuable partnerships with external clients and companies.

Working as a Project Conservator within the Collection Care Department, you will join a dedicated team of conservators responsible for assessing and preparing records for digitisation.

The role has a direct impact on the ability of the organisation to deliver large scale digitisation projects, many of which have strong commercial benefits. Maintaining the balance between preservation needs of the collection and commercial aspects of the project is crucial. You will play a vital part in facilitating the smooth running of these projects, ensuring timely delivery, while upholding the professional reputation of TNA.

About you:

You will have an extensive knowledge of paper conservation practice, with a specialism in assessing and preparing records for digitisation, bringing excellent project management skills as well as an informed approach to the delivery of conservation treatments in line with current conservation standards for the digitisation of archival documents. You will have a keen eye for detail and have an ability to work both individually and as part of a team. You will have strong organisational skills with the ability to plan and prioritise work while under pressure in order to meet strict deadlines and targets. With the need for cross-departmental working, you will also have strong verbal and written communication skills.

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