



**Archives & Chapter Library**  
**St George's Chapel, Windsor Castle**

**Job Title:** Assistant Archivist

**Location:** Archives & Chapter Library, The Cloisters, Windsor Castle

**Responsible to:** Archivist and Chapter Librarian

**Contract:** Temporary post expected to last 12 months

**Salary:** £30,233 -£35,832 per annum pro rata

**Hours:** 35 hours per week

**Projected start date:** March 2024

**Background**

St George's Chapel was founded in 1348 as a College of Secular Canons. Its archives, which date from the 12<sup>th</sup> century, relate not only to the history of the Chapel and associated buildings in the Lower Ward of Windsor Castle, but also to the properties it once possessed in 30 counties in England and Wales. Illuminated manuscripts include the early registers of the Order of the Garter. The Chapter Library contains almost 6,000 rare books, dating mainly from the 16<sup>th</sup> and 17<sup>th</sup> centuries.

In 1999, the Archives and Chapter Library were united in a single building, re-designed and converted, with the support of the Heritage Lottery Fund, to appropriate conditions for storage and access. The Dean and Canons of Windsor support the conservation and development of the collection, opening it up to scholars and the general public. Development projects have included publication of transcribed and translated archival material; digitisation of plans, drawings and photographs; and mounting exhibitions both in the Archives and Library premises and in the Chapel itself.

The successful candidate will be part of a team comprising three professional staff - the Archivist and Chapter Librarian, a full-time Assistant Archivist and a part-time Assistant Archivist (Photographs) - and a number of part-time volunteers.

Further details about St George's Chapel, the College of St George and the Archives and Chapter Library may be found on the College's web site at <https://www.stgeorges-windsor.org/archives/>

**Job Purpose**

To assist with the development and promotion of the Archives and Chapter Library and to deputise for the Archivist and Chapter Librarian. The postholder will be involved in all aspects of the archives and rare books, including preservation, cataloguing, exhibitions, digitisation, records management and providing information and services to College staff,

members of the public, academics and the media. The Assistant Archivist is also responsible for administering the Library's successful Adopt-a-Book scheme.

### **Main Duties and Responsibilities**

1. Assisting the Archivist and Chapter Librarian in the development of the Archives and Chapter Library. Helping to ensure the well-being of the collections and smooth-running of services.
2. Working with the Archivist and Chapter Librarian to ensure the physical care and environmental protection of the archives and rare books.
3. Promoting the College's history and heritage through exhibitions, contributions to the College website and other publications, participation in group visits, and the development of electronic access.
4. Assisting with the accessioning, appraising and arranging of physical and digital records and with the development and implementation of the College's records management and digital preservation programmes.
5. Cataloguing and indexing the collections using CALM and improving the quality of existing entries for the benefit of staff and online users.
6. Maintaining the departmental web pages and contributing material to the College's social media accounts.
7. Involvement in all aspects of running the search room, the provision of guidance and information concerning the Archives and Library and their contents, responding to written, telephone and email enquiries and to users in the search room.
8. Undertaking research work for the Dean and Canons and other College departments.
9. Supervision and training of volunteers and temporary student placements.
10. Keeping abreast of legislation and current professional developments affecting archives.
11. Administering the Library's successful Adopt a Book scheme.

### **Person specification**

#### Qualifications

Education to degree level.

A recognised professional qualification in archives and records management.

#### Knowledge/Experience

Experience of cataloguing with CALM, or similar software.

Familiarity with current descriptive and authority standards for archives.

#### Skills/Aptitudes

Good communication skills in writing, conversation with customers and presenting information to groups.

Excellent customer service.

Good IT skills, including office and web-based skills.

Ability to work as part of a team.

Ability to plan and prioritise work and to meet deadlines.

Strong initiative and problem-solving skills.

Ability to motivate, encourage and supervise volunteers and temporary staff.

Familiarity with medieval palaeography and medieval Latin would be an advantage.

### **Conditions of Employment**

It is anticipated that the successful applicant will begin work in **March 2024**. The post is temporary and expected to last for 12 months.

The Assistant Archivist is required to give one month's notice to terminate employment. The same period of notice applies in the event of the Dean and Canons wishing to terminate the Assistant Archivist's employment.

The salary is £30,233 -£35,832 per annum pro rata. The Dean and Canons have in place a Stakeholder pension scheme.

The hours of work are 35 per week, Monday to Friday.

Annual leave entitlement is 25 days per year, this is exclusive of public holidays. The leave year runs from 1 January to 31 December.

Closing date for applications: **29 February**

Interviews: **6 March**

Applications should be made on an official application form, obtainable from the College website: <https://www.stgeorges-windsor.org/about-st-georges/job-vacancies/> and submitted with a personal statement describing your suitability for this post.

or from: The Chapter Office, The Cloisters, Windsor Castle, Berkshire, SL4 1NJ

Email: [chapteroffice@stgeorges-windsor.org](mailto:chapteroffice@stgeorges-windsor.org)

Tel: 01753 848888