JOB TITLE: HONORARY ARCHIVIST

JOB SUMMARY

Maintain the archives of 41 Club, assist Clubs and individual Members with enquires about the past and maintain the online “Book of Remembrance”.
Maintain the 41 Club archive room at Marchesi House, where items which cannot be scanned into electronic storage are kept and put on display.

RESPONSIBLE TO

National Secretary

DIRECT REPORTS

None

RESPONSIBILITIES AND DUTIES

- Evaluate 41 Club records such as AGM’s, National Conferences and National events for preservation and retention, either electronically or in the Association’s archive room.
- Catalogue 41 Club memorabilia and manage and arrange information and records.
- Look out for items such as menu cards, table plans, flags, badges, programmes, brochures etc., for any events which take place throughout the year, arranging their acquisition, retrieval to preserve and retain.
- Undertake digitisation of archives and related material.
- Make the archives available to readers and supervise its use.
- Respond to enquiries from members and Clubs, especially in relation as to when a “special charter” is due.
- Advise and support users on how best to access, use and interpret archives.
- Prepare record-keeping systems and procedures for archival research and for the retention or destruction of records.
- Manage the transfer of archives/archive material from storage.
- Identify ways of protecting and preserving collections.
- Advise on the ongoing organisation and storage of material to encourage the Association to plan for the future.
- Participate in and attend (when requested) National Council meetings and provide a written report to the National Secretary of activities prior to each meeting.
- Receive all obituary emails addressed to obits@41club.org keep a record of all received and place them along with photographs in chronological order on the website under Book of Remembrance.
- Keep a list of names and Clubs of those members who have passed away (including those who do not necessarily send in a full obituary) and pass these on to the 41 Club Communications Officer for inclusion in the respective edition of our magazine and supply a list to the National Secretary for inclusion in National AGM presentation.

PERSON SPECIFICATION

Skills and Knowledge

Essential

- Computer literate
- Methodical
- Organised
- Diligent
- Experience of cataloguing
- Communicator
- Reliable
- Passionate about the past and current activities of the Association

Desirable

- Keen interest in the history of the Association
- Keen interest in current Association activities

Key Activities

- Maintain Archives of the Association