



Cyngor Archifau a
Chofnodion Cymru
Archives and Records
Council Wales



Job Description and Personal Specification

SECTION 1: JOB DETAILS

Job Title: Behind the Curtain: Exploring Theatre Archives in Wales' (ARCW)

Directorate: Collections and Digital Services department

Department: Unique Collections Department

Section: Archives and manuscripts

Band: 4

Weekly Hours: 37 hours per week

Salary: £35-530 - £40,132

Contract Fixed term for 12 months (January 2027 – December 2027)

Reports to i: Archives and Records Council Project Board

Overall purpose of the role:

The Project Manager will coordinate the project's activities at NLW and collaborate with other specific archives in Wales that are part of the project, contributing to the broader ARCW project 'Behind the Scenes: Theatre Archives in Wales.'

This project will unveil collections that testify to the development of theatrical and musical performance in Wales, by collaborating on providing access and community activities. This is an exciting opportunity for six services across Wales to work together and reveal the interesting stories within these collections.

Three positions across Wales will be part of the project, and this description is for a position based at the National Library of Wales in Aberystwyth. The post holder will be responsible for the mid Wales collections (covering the collections from the National Library of Wales, Gwynedd Archives, and Ceredigion Archives).

The Discover Archives Consortium Grants are supported by the National Lottery Heritage Fund, The National Archives, the Pilgrim Trust, and the Wolfson Foundation.



SECTION 2: THE DIRECTORATE

The Collections and Digital Services is primarily responsible for the collection, preservation and access to the collections in the care of the Library in accordance with its core functions. In this context access means a wide variety of activities including services and activities on site, online and in communities across Wales. The work of the Directorate is central to realizing the Library's vision of an institution that:

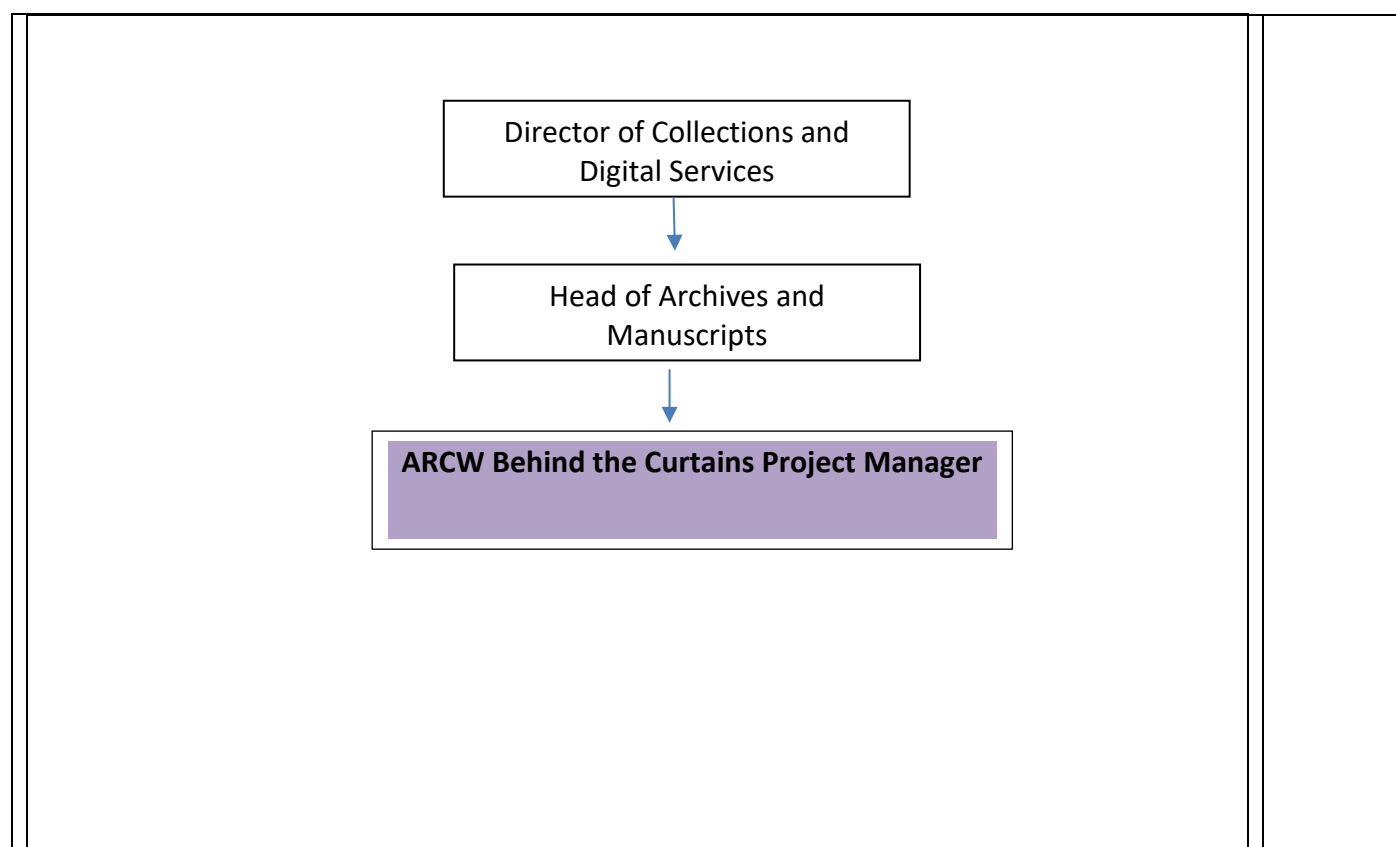
“.. delivers change for the better for everyone in Wales now and in the future, and to be open, innovative and progressive national library.”

Through its work the Directorate needs to enable the Library to achieve its strategic and well-being goals which are:

1. Cultivate and care for the nation's memory
2. Lay the foundation for knowledge economy
3. Be at the heart of national life
4. Empower learning and research

The Library's collection includes books, newspapers, maps, archives and manuscripts, as well as photographs, photographs, audio-visual material, websites and digital content of all kinds. Alongside the collections, the skills and expertise of the staff of this Directorate are essential to ensure that the Library can unlock the potential of these collections to enrich and enhance the lives of the people of Wales and beyond.

SECTION 3: ORGANISATIONAL CHART



SECTION 4: KEY DUTIES

The project manager will be the main contact at NLW for the project. They will ensure deliverables meet required standards and stakeholder expectations, scheduling tasks, managing deadlines, and mapping the critical path.

Project Management

The Project Manager will coordinate project activity at NLW by collaborating with other archives across Wales that are part of the project, and with the ARCW project board.

Create a timetable for activities within a set timeframe, arranging for collections from three different archives to be catalogued and made available for engagement activities.

Arrange for the transportation and timely return of collections from Gwynedd Archive.



Report on progress monthly to the line manager. Although the post is within the structure of the Archives and Manuscripts Subdivision, the project officer will be expected to work independently with minimal supervision.

Also report to the Head of Department (i.e., ARCW Secretary) and prepare monthly reports for the ARCW Project Board.

Prepare reports in accordance with the requirements of the TNA Archives Revealed grants.

Outreach

1. Review during the cataloguing process material within the collection suitable for engagements activities and planning for subsequent engagement activity, as well as the costs and timespan during which activity will be delivered.
2. To engage with Aberystwyth University Department of Theatre, Film & Television Studies on the following activities:
 - a. a bilingual exhibition based on collection, co-created with the University students
 - b. Creative workshops using collection content to inspire and inform performance development.
 - c. Oral histories collected from Mike Pearson's former colleagues and audiences, reflecting on his productions.
3. To contribute to engagement activities led by the project board. – full engagement plans will be produced as the project progresses and will be confirmed with the Archives Revealed Team.

Access

To appraise, enable access and complete documentation of the relevant collections across the National Library of Wales, Gwynedd Archives and Ceredigion archives, within a tight timescale.

To catalogue using ISADG and archival cataloguing standards in Word, Excel and ATOM cataloguing systems.

To work with staff across three record offices regarding the cataloguing, repackaging and conservation needs of the collections.

To work at Ceredigion Archives for a defined period of the project.



To ensure records are handled and packed appropriately.

The collections to be catalogued are as follows:

'Aberystwyth Entertainment' (Ceredigion Archives)

This is a portfolio of collections, comprising programmes for cultural events held at a variety of locations in Aberystwyth. Together they provide a rich illustration of the cultural life of the town from the 1940s to the present day. The material is primarily in English, but with some Welsh language examples. Estimated cataloguing time requirement is 1-2 months. Cataloguing will be completed in Word for upload onto the service's in-house catalogue, based on ISAD(G) and other applicable standards.

Mike Pearson Papers (National Library of Wales)

This collection comprises the personal, artistic and academic papers (1970-2010) of the director and author Professor Mike Pearson, including a significant body of material relating to his work with the Brith Gof theatre company. The collection is primarily in English, with a small amount of Welsh language content. The estimated cataloguing time requirement, including dealing with the audio-visual and born-digital material is 5-6 months. Cataloguing will be completed onto the Library's AtoM and Alma content management systems, based on ISAD(G) and other applicable archival standards.

Theatr Gwynedd (Gwynedd Archives)

This collection comprises the administrative records of Theatr Gwynedd from its opening in 1975 until its closure in 2008. It also includes the records of the establishment of Cwmni Theatr Gwynedd, which was formed in 1986 following the demise of Cwmni Theatr Cymru in 1985. The collection is in both the Welsh language (c.60%) and English (c.40%). Cataloguing time requirement of 3-4 months. Cataloguing will be completed onto templates for upload to the service's Calm content management system, based on ISAD(G) and other applicable archival standards.

This cataloguing post will be based at the National Library of Wales and will also need to be onsite and at Ceredigion Archives for a period.

This Job Description is provided to give post holders a broad outline of the activities involved in this role. The Library may require other duties to be undertaken which are not necessarily specified on the Job Description but which are commensurate with the scale of the post. The Job Description may be amended from time to time within the scope and level of responsibility relevant to this post.



SECTION 5: RESPONSIBILITY

Responsibility for people:

No line manager duties.

Responsibility for budget management:

Planning spending on engagement activities within the budget in collaboration with the project board up to £10,000 for the 2 large collections.

Monitoring spending on boxes and preservation in order to claim project costs.

SECTION 6: RELATIONSHIPS WITH OTHERS

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Internal: Line manager Head of department ARCW business manager Staff across the library who are knowledgeable about audiovisual and born digital material. External: ARCW project board members Gwynedd Archives Ceredigion Archives People's Collection Aberystwyth University theatre and drama department.	Nature of the Contact: Reporting progress Administrative support Reporting progress Working closely on cataloguing plan Receiving advice on oral history Coordinating and planning activities Facilitating and supervising access to the collection.
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SECTION 7: PROBLEM SOLVING

The post holder will deal with issues arising from the key duties of the role, including working in partnership. They will need to organise the collection of archives safely and on time, liaise with stakeholders, and handle cataloguing and administrative matters related to ARCW project activities.

SECTION 8: DECISION MAKING

The post holder will decide on the appropriate response to issues raised, based on knowledge and experience. This will include decisions related to organizing work within tight schedules, cataloguing standards expected by stakeholders in various archives, and being an active part of a larger project.

The post holder will be expected to work independently with little supervision.

SECTION 9: PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge / Education	• Educated to degree level or equivalent • A professional archival qualification, or an equivalent combination of qualifications and experience • A good understanding of archives, their significance and value • Knowledge of collaborative working within the sector • A high level of knowledge of cataloguing standards, with the ability to work independently	Information and interest regarding theatre in Wales. Information on cataloguing digitised and audiovisual archives. Information on best practice in conservation.



Experience	• Extensive experience of cataloguing archives • Experience of collaborating on a project • Experience of working independently • Stakeholder engagement • Experience of working to a tight project schedule	• Experience of an oral history project • Experience of collaborating with the academic sector. • Experience of organising workshops
Skills	• MS Office, email, Teams and other databases • Archival cataloguing systems and standards • Project management experience • Ability to read, understand and write in Welsh [We require Welsh-language skills corresponding to the following standards within the ALTE framework: Listening/Speaking = 4; Reading/Understanding = 4; Writing = 3. See *below.] • English reading and writing skills • Skills in cataloguing bilingual material • Report-writing skills • Good communication skills	Experience of cataloguing in ATOM and ALMA. Experience of cataloguing in CALM. Experience of cataloguing in Excel

* Linc Fframwaith ALTE

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