

Graduate Trainee Digital Archivist

Bodleian Libraries, University of Oxford

Work • Learn • Innovate

The Bodleian Libraries are looking for the Digital Archivists of the future through an exciting new training scheme.



Bodleian Libraries
UNIVERSITY OF OXFORD



The Graduate Trainee Digital Archivist Scheme

The Bodleian Libraries are looking for the Digital Archivists of the future through an exciting new graduate training scheme. Preserving the past for the benefit of the future is not just about manuscripts and printed material. Digital materials are surprisingly fragile and also need to be preserved.

This scheme is a rewarding combination of on-the-job training and postgraduate study. You will learn both traditional and digital archiving skills and have the opportunity to apply these to some internationally important projects. You will be heavily involved in processing modern archive materials in all formats, using a range of tools and technologies. You will also look at the creation and enhancement of digital preservation tools and learn everything from how to manage legal risks to effectively using forensic techniques. You will also gain a prestigious postgraduate qualification from Aberystwyth University.

If you are a graduate (ideally STEM or social sciences) with a good grasp of digital technologies, excellent research skills and a passion for problem-solving then this might be the career for you. You will also need great communication skills, initiative and a willingness to work closely with a team.

This role is full-time (36.5 hrs per week) for 24 months, with one afternoon per week released for study.



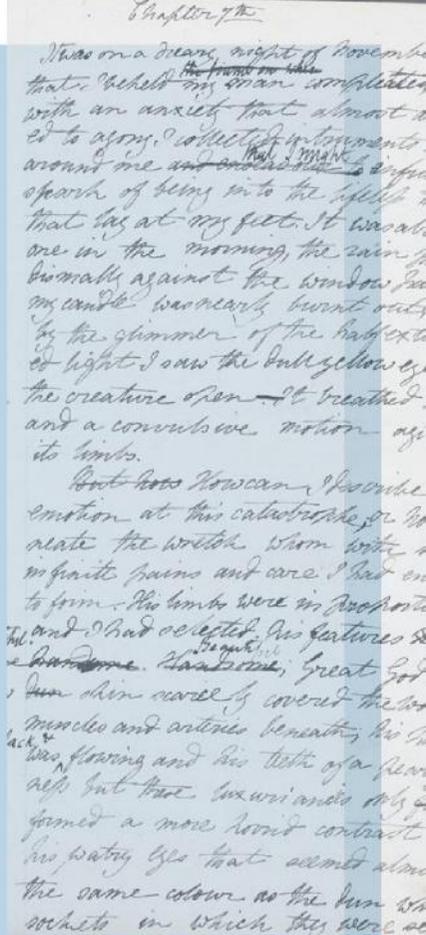
What is digital archiving?

Archivists collect the records of people and organisations in order to provide sources for exploring and interpreting our history. These materials come in all kinds of formats, from manuscripts written on calf skin to enormous email archives. More and more of what archivists collect is born digitally, and must be preserved digitally too.

Digital technology is constantly shifting, and the challenges of preserving materials in digital formats require constant innovation. This means that work with digital archives is heavily reliant on research, development and problem-solving.

What does a career in archives look like?

Archivists work in many different kinds of organisation. A career in this field could see you involved in a wide range of projects in a variety of national or international settings, including government, commercial business, banking, health, charities, research libraries and education.



Further information

The Archives and Records Association's careers pages
www.archives.org.uk/careers/careers.html

International Council on Archives www.ica.org

Society of American Archivists pages on the profession
<http://www2.archivists.org/careers/beanarchivist>

Recent 'archivist' job adverts in the UK www.indeed.co.uk/Archivist-jobs

ARC Recruitment
www.archives.org.uk/?view=article&id=133:arc-recruitment&catid=17&itemid=161

What will I be doing on the training scheme?

Much of your training will be on-the-job, with guidance and support from colleagues in the Bodleian Libraries who are experts in their field. Working in the recently refurbished Weston Library, home to our Special Collections, you'll learn both traditional and digital archiving skills and have the opportunity to apply these to some internationally important collections.

What will I learn?

To help you shape your learning you will develop and maintain an Individual Learning Plan so that you can target the knowledge and skills you need to develop and build a portfolio to demonstrate these. You will augment your skills and knowledge in an iterative way, with principles and practices reinforcing each other. You will work with colleagues on digital archives processing, archiving of web sites, cataloguing of archive collections, XML manipulation and metadata management, providing services to users of Special Collections and much more.

During your traineeship you will also have the opportunity to work on a development project with a software engineer. All archivists curating digital heritage will need to call on the assistance of a software engineer to create a new tool, or to enhance an existing one, at some point in their career. Developing an understanding of this process will give you a chance to learn what is involved and to enhance our tools.



How will I learn?

Learning approaches will include:

- shadowing experts in the field
- small training sessions
- hands-on experience supporting existing projects
- hands-on experience supporting routine activities
- reading and research to feed into discussion
- reading and research with written outcomes
- participating in the Oxford Libraries Graduate Trainee Programme.

Sharing your learning

Part of your role will be to share your learning through the Libraries' social media. As you move into your second year with us you will also help to support volunteers, work-experience students and first-year Digital Archivist Trainees.

Preparing for the next step in your career

These high-quality experiences will provide you with a solid basis upon which to make applications for your first professional post in the archives sector once you complete your traineeship.

Further information

The **DigCurv website** outlines the knowledge and skills you will need to work in digital archives.
www.digcurv.gla.ac.uk

The **Archives and Records Association Competencies Framework** provides an overview of competencies for archivists, encompassing traditional and digital curation.

www.archives.org.uk/images/documents/ARACouncil/competencies%20report%20september%202012.pdf



What does the postgraduate study involve?

To develop your career as an archivist you will need a relevant postgraduate qualification. During your two years with us you will study with Aberystwyth University, earning a postgraduate Diploma in Digital Curation through distance learning. We will cover the cost of your tuition fees.

The diploma is likely to receive accreditation from the Archives and Records Association in 2017.

How will my learning be structured? What will I study?

We have worked with Aberystwyth University to develop a study timetable which will structure your distance-learning studies to allow completion of your Diploma in two years. This timetable provides an overview of what you will study, and when. We will also do what we can to provide work-based experiences that support the reading and assignments set as part of your studies.



How much time will I need to devote to my studies?

Depending on your existing knowledge and individual learning pace, you will need to dedicate approximately 12-15 hours to study each week. To help you manage your studies, we will release you for one afternoon of study time per week. You will also need to invest some of your own time to succeed.

What support will I receive as a student of Aberystwyth University?

Aberystwyth University's Department of Information Studies supports its distance learning students in many ways. The Department will allocate you a Personal Tutor, who will provide guidance for the duration of your studies.

Study Schools at Aberystwyth

As part of the Diploma, you must attend two study schools at Aberystwyth; the Libraries will release you for these residential study schools and cover your travel costs and study school fees.

The first study school is scheduled in April 2017. The second will be in April 2018.

Further information

Find out more about studying via distance learning with Aberystwyth University, at <https://www.aber.ac.uk/en/dis/distance>

(Note that the Masters dissertation is not part of the course offered under the Libraries' Training Scheme.)



What can we offer you?

The Bodleian Libraries is a unique organisation. By training with us you will gain knowledge and experience of working with expert staff and collections of outstanding breadth and depth in a historic setting.

Salary and benefits

Your starting salary will be £16,618. This will be raised by one salary grade point annually. We will also cover the fees for your postgraduate Diploma from Aberystwyth University.

You will have the benefits of all University of Oxford employees available to you. These include a paid annual leave allowance of 38 days per year (inclusive of all public holidays and library closed days.)

To find out more about the many other benefits that come with working for the University visit www.admin.ox.ac.uk/personnel/staffinfo/benefits.



How to apply

Please apply online at www.bodleian.ox.ac.uk/trainee-digital-archivist/apply

The vacancy details include a full job description and selection criteria, which describe the sorts of skills and experience, knowledge and abilities which are required. Your skills and experience may have been gained through paid employment, voluntary/community work, domestic responsibilities, extra-curricular activities and training. Please describe in your supporting statement how you meet the selection criteria and explain why you wish to apply for the traineeship.

Further information

If you have questions please don't hesitate to email: Susan Thomas, Head of Archives and Modern Manuscripts
susan.thomas@bodleian.ox.ac.uk

Closing date for applications is Monday 16 January 2017.

We expect to be interviewing w/c 6 February 2017.

