



Cass Sculpture
Foundation

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LOTTERY FUNDED

Post: Archivist/ Full Time, 2 year fixed-term contract
Location: Cass Sculpture Foundation, Goodwood, Chichester
Responsible To: Collections Manager
Responsible For: Volunteers
Salary: Competitive

Organisation

Cass Sculpture Foundation (CASS) was established in 1992. Set within twenty-six acres of West Sussex countryside, it was conceived as a unique not-for-profit, commissioning and educational organisation that provides a platform for artists to achieve new levels of ambition in the field of large-scale sculpture and share their work with a wider audience. The site is open to the public and home to an ever-changing display of up to 60 monumental sculptures, exhibition spaces and a growing archive and library.

The CASS archive is a permanent collection and currently holds around 1,000 maquettes drawings and documents of great historical significance. It presents the entire history of CASS since it was established in 1992 and holds work by some of the most eminent twentieth and twenty first century sculptors. This unique collection is currently not available for public access.

Background – the INSPIRE Project

CASS has been awarded a Heritage Lottery Grant for the INSPIRE Project to scope and catalogue the archive collection and digitise the most important pieces.

Staff at the West Sussex County Record Office (WSRO) will take a mentoring role in the project and working closely with the Museums Association, the Foundation wishes to appoint an experienced and professionally qualified archivist to manage the project. He/she will survey and catalogue the entire CASS archive, and digitise key pieces making it available online to artists, researchers, students and the wider public for the first time. He/she will also devise and supervise opportunities for volunteering and training. Once the archive has been catalogued and some of it digitised, there will be a further period of promotional work both on and off site to publicise and promote the archive, led jointly by the archivist and the Heritage Education & Outreach Coordinator (HE&OC), supported by the CASS team and volunteers.

CASS will be running an associated Heritage Education & Outreach Programme throughout the course of the project.



Objectives

The heritage will be better recorded, managed and interpreted
People will have learnt about the archive and have access to it
Volunteers will have had a meaningful experience and learnt new skills
More people, and a wider range of people, will have engaged with heritage

Principle Responsibilities

- To survey and catalogue the entire CASS archive
- To select the key items for digitising in collaboration with the CASS team and set up an online platform allowing internal and external access
- To train, mentor and motivate a volunteer team to become self-managing in cataloguing and digitising the archive

For the first 6 months the post-holder will scope the archive collections, establish the cataloguing systems and start cataloguing. After the first 3 months the post-holder will establish an effective volunteering team across the final 21 months of their involvement, so that work on the archive and digitisation can continue both during and beyond the life of the project.

Tasks

1. To establish Excel based spreadsheets compatible with CALM or similar recognised systems reflective of national standards for the capture of metadata
2. To set up a quality control system to ensure the accuracy and effectiveness of record keeping and image quality
3. To establish clear priorities for cataloguing and digitisation
4. To liaise closely with the WSRO as a key project mentor
5. To develop and deliver, in consultation with the Executive Director, the Education & Outreach Co-ordinator and WSRO a robust training programme for volunteers, with a clear working framework and guidelines, to include training on specific technical tasks as well as ongoing training and support
6. To establish a motivated, well equipped team of volunteers who are largely self-managed
7. To develop a Retention Policy setting the guidelines for future retention of archive records at CASS and how these should be managed
8. To train staff and volunteers in archive management particularly in relation to future additions to the archive
9. To ensure that all activities are evaluated and monitored in accordance with the evaluation strategy set out in the Activity Plan
10. To carry out all necessary administration tasks and record keeping to support reporting for the Heritage Lottery Fund
11. To carry out any other tasks necessary to ensure the Archive and Digitisation plan is successfully delivered.



Responsibilities of all CASS staff members

1. To champion the work of CASS and support the achievement of its aims.
2. To take an active part in communicating and co-operating with other CASS staff.
3. To be aware of, and comply with, the rules and legislation pertaining to Health and Safety at work.

Person Specification

Personal Attributes

Essential

- A flexible, innovative and creative approach to work
- Excellent interpersonal skills including tact and diplomacy
- Ability to work collaboratively and to take responsibility when required
- Excellent communication skills both written and verbal

Knowledge and Qualifications

Essential

- Educated to degree level or equivalent.
- Post graduate qualification or relevant equivalent experience of archive and digitisation work
- Sound knowledge of standard Office software packages e.g. Word, Excel
- An understanding of CMS systems, archive and digitisation standards and care
- Good logical, analytical and problem solving skills
- Effective time management and an ability to multi-task effectively
- Ability to prioritise and to show initiative
- An interest in the Arts

Desirable

- Awareness of Heritage Lottery Fund aims and best practice in volunteer involvement in the heritage/archive sector
- An interest in/knowledge of contemporary sculpture

Experience

Essential

- At least three years experience of working within a library or archive context.
- Experience of training and managing volunteers in the context of an archive or digitisation project

Desirable

- Experience of setting and managing budgets
- Experience of working in the development of archive retention policies
- Previous experience of working on Heritage Lottery Funded projects