

The Archive

Sunny Bank Mills Archive safeguards the history of the Mill for its local community and future generations through textiles, objects and stories. It contains over 60,000 lengths of cloth, 8000 fabric designs, 5000 dye cards, guard books and artefacts associated with nearly 200 years of cloth production. It is a source of inspiration to history lovers, artists and anyone fascinated by heritage and textiles and provides community engagement through its volunteer and education programmes, and strives to be accessible to all.

Archive Assistant

We are recruiting an Archive Assistant to help grow and build our Archive's audience accessibility. The role will be primarily based in the Archive on a Saturday dealing with booked-in visitors but additionally, thanks to Heritage Lottery funding, we are expanding this role to help assist in a Heritage Lottery Funded project which will include assisting at workshops and some project evaluation.

This is an exciting time for Sunny Bank Mills - in the last year we have created an innovative virtual tour of the Archive and site tours, which can be accessed via our webpages. The creation of the tour and virtual platforms has allowed us to open the Archive and the site in exciting new ways, with the potential to extend access to a variety of new audiences. The project, 'Weaving the Web,' funded by Heritage Lottery, is about creating accessibility for all. It will develop creative and innovative links with our local Specialist Inclusive Centre (SILC) for young adults helping to make their local community and the Sunny Bank Mills Archive and online presence more inclusive and diverse.

We are a small, supportive, forward thinking and enthusiastic organisation. We are looking for a proactive, well organised, creative thinker who can help with audience engagement and collection preservation.

The post holder will be managed by and work closely with the Sunny Bank Mills Archive Curator.

The role

As Archive Assistant you will:

Welcome visitors to the Archive

Share knowledge of the collection, the buildings, and the textile heritage.

Help preserve and maintain the collection through observation of the collection and set-tasks such as cleaning and inventory in line with Community Archive Accreditation policies and procedures

Create welcoming displays for visitors catering to their needs and interests.

Hours: 7 hours a week as a fixed term 1-year contract with including 3-month probationary period.

Salary: £10.50 per hour plus additional funded hours via the Heritage National Lottery Fund.

The role is for Saturday working and possibly some evenings.

Timetable

Deadline for receipt of application: midnight, Sunday 19th December (extended from 5th Dec).

Interviews. In person preferred: w/b 4th January.

Start date: January/ Feb 2022.

To Apply

To apply for the post please send a CV and a supporting statement of no more than 500 words which should outline how you meet our essential/desirable skill requirements and explaining what you will bring to the role of Archive Assistant at Sunny Bank Mills

Please include the names and contact details of 2 referees.

Applications should be clearly marked 'Archive Assistant' and be sent to Rachel Moaby Archive Curator at archive@sunnybankmills.co.uk or by post to FAO Rachel Moaby, Archive Curator, Unit 20 Sandsgate, Sunny Bank Mills, 83-85 Town Street, Farsley, Pudsey, LS28 5UJ.

Additional objectives specific to the funding project, Weaving the Web

To gain skills in 360 photography to assist with SILC and community workshops.

To help create welcoming displays for visitors catering to their needs and interests.

To collect feedback of workshops and visitor experience and to assist in the evaluation of the project.

To gain research on the workshop experience and student involvement.

To help develop inclusivity and accessibility of the collection and digital content and develop skills to address access.

Assist the Digital Archive Curator in development of social media and community involvement.

General

Responsible for the care of the collection and Archive space. Creating a warm and friendly environment for visitor experience. In addition, enhancing and supporting the funded project in workshops and project evaluation.

To report to Sunny Bank Mills, Archive Curator at weekly meetings.

Person Specification

Essential

Experience of working in a heritage, museum or archive organisation or environment (voluntary or paid).

Experience using Microsoft Office and ideally a knowledge of databases and social media.

Well-organised and able to work to deadlines.
Accurate attention to visual detail.
Enjoy communicating with people, face to face.
Able to receive, retain, process and relay information.
Good at problem solving.
Reliable and punctual.
Able to work independently, collaboratively and in a small team.
Effective and accurate verbal and written communication.
Evidence of a keen interest in heritage.

Desirable

Think creatively, laterally, and analytically.
Organised, flexible, and quick to learn.
Practical and efficient.
Creative, self-starter.
Able to take the initiative when necessary.
Enjoy meeting and interacting with people.
Understand and work within the ethos of Sunny Bank Mills.