

## **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 Digital Curator**

We are recruiting an Archive Digital Curator to grow, build and deliver the next phase of our digital Archive offering. Thanks to Heritage Lottery funding, we can now expand our team to help us develop our digital presence. 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. We are looking for a creative and innovative individual who will drive and develop the digital programme and develop our project, 'Weaving the Web,' funded by the Heritage Lottery, 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 forward to welcoming a proactive, well organised, creative thinker, who would be excited to lead and advance our digital programming and see what new opportunities it can bring to our organisation.

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

## **The role**

As Archive Digital Curator you will be responsible for:

### **Digital development, marketing and partnerships. You will:**

Grow audiences by developing new opportunities both nationally and internationally but with a starting point in the local community.

Develop partnerships with other heritage organisations to aid promotion of our digital offers.

Continue to develop the social media presence across different platforms expanding the heritage content and Archive collection.

### **Digital Product development. You will:**

Develop new ideas and packages for corporate, education and community groups.

Develop new product ideas enhancing the Archive virtual tour.

Ensure that all digital products deliver a high-quality experience for visitors.

**Administration of digital products. You will:**

Develop appropriate processes and procedures for the smooth running of the digital offer.

Develop ideas for the website's content to support a digital offer

Monitor ongoing engagement and involvement through a variety of digital means for on-going evaluation, and to influence the choice of products or audiences to be developed.

In collaboration with other members of the team, extend and diversify our content of the digital offer

Ensure the safety of our volunteers and visitors in the digital environment

**Hours:** The role is offered on an employment basis of 8 hours a week and a fixed term 1-year contract with a 3-month probationary period. The role may include some work at weekends and evenings.

**Salary:** £6,000 p.a.

**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 Digital Curator at Sunny Bank Mills.

Please include the names and contact details of 2 referees.

Applications should be clearly marked 'Archive Digital Curator' and be sent to Rachel Moaby Archive Curator at [archive@sunnybankmills.co.uk](mailto: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.

**Person Specification**

**Essential**

Educated to degree standard or equivalent experience in a digital, heritage, museum or archive organisation.

Strong copywriting, photography skills and video skills.

Good photo-editing and graphic design skills - confident with using a platform like Canva to create basic digital marketing assets.

Strong knowledge of social media platforms.

Experience with social media scheduling platforms like Hootsuite or Agorapulse.  
Strategic understanding of the use of social media to build audiences.  
Basic knowledge of WordPress.  
Basic knowledge of SEO.  
Excited by the prospect of developing new products, new partnerships, and new audiences.

**Desirable**

Experience in developing partnerships and collaborations with external organisations.

**Skills and Personal Qualities**

Think creatively, laterally, and analytically.  
Organised, flexible, and quick to learn.  
Work to deadlines.  
Practical and efficient.  
Excellent copywriting and attention to detail.  
Effective and accurate verbal and written communication.  
Creative, self-starter.  
Able to work independently, collaboratively and in a small team.  
Able to take the initiative when needed.  
Able to take on responsibility for projects.  
Understand and work within the ethos of Sunny Bank Mills.