
JOB DESCRIPTION

Job Title:	Documentation Assistants
Department:	Film & Video Archive, London
Responsible to:	Curator of Acquisitions and Documentation, FVA
Salary:	£17,125 to £19,829 (pay award pending)
Duration:	To 31 March 2009
Additional:	These posts will be considered on a secondment basis for internal applicants. These posts will also be considered on a flexible working basis (i.e. job share or flexible hours).

Purpose of the Job

To create brief catalogue entries by summarising the approximate 12000 camera reports written by British Army and RAF cameramen during the Second World War to describe the contents of each roll of film they shot. This is preparatory work for the transfer by the FVA of a proportion of its digital assets onto the web, as agreed under the terms of the Public Sector Research Exploitation Fund (PSRE). The outcome of this retrospective work will be greater accessibility to the Archive's material.

Principal accountabilities

1. To create catalogue entries at allocated title and short summary level by summarising with meticulous spelling and historical accuracy the significant contents of each camera report (or "dopesheet"), so as to provide a basic link via the Museum's collections database system to this unique collection of unedited record film, chronologically grouped by army theatre of operations and air force command.
2. To undertake brief research, either in the documentation resources of the Archive or elsewhere, in cases where the information on the dopesheet needs verification or clarification to ensure it is accurate and intelligible.
3. To view films only very occasionally, generally when the corresponding manuscript or typed dopesheet is illegible and/or unintelligible.
4. To enter these short catalogue records after proofreading into the Museum's collections database system (presently DB/Textworks), in accordance with the Archive's Cataloguing Rules. (Cataloguing formats may need to be adapted to match the new requirements of the Digital Assets Management System soon to be acquired by the Archive.)
5. To report in person and in writing at regular intervals on progress achieved.

Person Specification

	Essential Criteria	How this will be assessed
1	Demonstrable knowledge of Second World War military history.	Application form & Interview & Test
2	Experience of writing clear and accurate text.	Application form & Interview
3	Experience of using and editing a database.	Application form & Interview
	Desirable Criteria	
4	Previous experience of working in a museum, library, archive or other collections documentation environment.	Application form & Interview
5	Knowledge of 20 th century history.	Application form & Interview
6	Knowledge of film and television history.	Application form & Interview
7	Knowledge of a foreign language.	Application form & Interview
	Key competencies	
8	Fully literate in English spelling and grammar.	Application form & Interview & Proofreading Test
9	Good general computer and keyboard skills.	Application form & Interview
10	Proven ability to work meticulously and consistently according to set standards.	Application form & Interview
11	Very well organised and able to cope with a demanding workload.	Application form & Interview
12	Self-motivated, positive and friendly with a confident outlook.	Application form & Interview
13	Ability to work as part of a team.	Application form & Interview

Additional Information

Terms and Conditions

- Your normal hours of work will be 41 gross including lunch breaks. This would normally be Monday to Thursday 09:00 - 17:15 and Friday 09:00 - 17:00, unless otherwise agreed with your line manager. There may be a requirement on occasions to work unsocial hours or at weekends.
- The annual leave allowance is 22 days per annum (plus 9 days public holidays).
- The successful candidate will be on probation for 6 months.
- The Museum has a total ban on smoking in all of its buildings.
- The normal retirement age for staff of the Imperial War Museum is 65 years.

Salary

The salary range for a Documentation Assistant is £17,125 to £19,829 (pay award pending). Starting salary is normally at the minimum of the range depending on experience. Salary increases are in line with the Museum's Performance Pay Scheme.

Benefits

The benefits listed below are discretionary and the Imperial War Museum reserves the right to vary or withdraw them at any time. All such benefits apply during the course of your employment only.

- The Museum is a member of the Civil Service Pension Scheme. Civil Service offers a choice of final salary and stakeholder pension, giving you the flexibility to choose the pension that suits you best.
- An interest free season ticket loan scheme after three months service.
- 20% discount in the Museum Shop.
- 25% discount in the Museum Restaurant.
- Concessionary rate at Morley College.
- Free entry to the majority of Airshows at Duxford.
- Free entry to most fee charging exhibitions in other National Museums.
- Continuous professional Training & Development opportunities.
- Enhanced maternity and paternity benefits linked to length of service.
- Child care vouchers
- Subject to the society's terms and conditions, IWM staff are entitled to membership of the Benenden Healthcare Society.

IWM staff also have access to the Civil Service Benevolent Fund.

Application & Selection

The candidates who appear from their application to meet the essential criteria will be invited to interview. **It is thus essential that your completed application form gives a full but concise description of the nature, extent and level of the responsibilities you have held. The shortlisting criteria and methods of assessment are detailed under the person specification. Please ensure that you address each of the areas that are to be assessed on your application form.**

For an application pack please visit our website www.iwm.org.uk and send your completed application form to recruit@iwm.org.uk.

Please ensure that your application clearly states whether you wish to work this post on a flexible basis, and if so how.

The closing date of receipt of application forms is Noon, Friday 28th September 2007

Interviews will take place on Tuesday 16th October 2007

Appointment to this post is subject to the completion of satisfactory security clearance and pre-appointment enquiries.

We regret that we are unable to reply to all applicants individually. If you have not heard from us within 3 weeks of the closing date, you should assume your application has been unsuccessful on this occasion.

For more details about all current vacancies, job descriptions and to download an application form, please visit our website at www.iwm.org.uk

The Imperial War Museum is committed to a policy of Equal Opportunities.

