



Wesley House

The Methodist College in Cambridge since 1921

Resourcing Wesleyan leadership and scholarship for the transformation of church and world

Archivist (Project-Based)

Issued: February 2025

We are seeking a skilled and detail-oriented Archivist to assist with a project focused on processing archival material and preparing our small collection for relocation. The role involves organizing, cataloging, and preserving materials while ensuring they are safely packed and documented for transport.

The Archivist works with the Cambridge Theological Federation librarian, Wesley House Academic Library Officer (Dr Richard Davis), and the Wesley House Library Assistant (Tim Wong) to document, organize, and develop the Wesley House's archives, journals, and special collections, including receiving and evaluating donated materials, and ensuring that our holdings are in line with and advance the College's mission and priorities.

The role will be from approximately March to July 2025 on a part-time basis. This role could be done in larger chunks of time or for shorter working hours over a longer time (a day a week). This is a freelance appointment at £200 a day.

Responsibilities:

- Assess archival materials to determine condition and storage requirements.
- Arrange and describe collections in accordance with archival standards.
- Create or update finding aids and catalog records for processed materials.
- Develop and implement a plan for packing and securing materials for relocation.
- Collaborate with staff to ensure proper handling, storage, and transfer of materials.
- Maintain accurate documentation of the processing and moving process.
- Assess which records can be digitized and digitizing them.
- Highlighting decisions on archiving material for decision by Wesley House management.
- Other library-related work, such as assisting with deaccessioning selected books and journals from our collection.

Qualifications:

- A professional qualification in archives administration or equivalent
- Experience in archival processing and handling of historical materials.
- Knowledge of archival best practices and metadata standards
- Strong organizational and project management skills.
- Ability to work independently and meet project deadlines.
- Familiarity with existing Cambridge University library and archival systems highly desirable
- Knowledge and experience of digital preservation practices and principles

This is a temporary project-based position with a defined timeline, ideal for professionals with a passion for preserving and organizing historical materials.

Expressions of interest should be directed to:

Business Director, Alastair Oatey <ao22@wesley.cam.ac.uk>