



SCAR Archivist Vacancy

The Scientific Committee on Antarctic Research (SCAR) is seeking an Archivist for up to three months to catalogue its archive.

Formed in 1958, SCAR is an interdisciplinary body of the International Council for Science (ICSU), and currently includes 43 member countries and 9 ICSU unions. SCAR strives to include new members, as countries not yet engaged develop an increasing interest in Antarctic science.

SCAR's mission is to advance Antarctic research, including observations from Antarctica, and to promote scientific knowledge, understanding and education on any aspect of the Antarctic region. To this end, SCAR is charged with the initiation and international co-ordination of Antarctic and Southern Ocean research beneficial to global society. In addition, SCAR provides independent and objective scientific advice and information to the Antarctic Treaty System and other bodies and acts as the main international exchange of Antarctic information within the scientific community.

The SCAR Secretariat is hosted at the Scott Polar Research Institute (SPRI), University of Cambridge, Cambridge UK. For more information on SCAR, visit www.scar.org.

Job description

As we approach our 60th Anniversary, we would like to make the archive of the documents from SCAR's history available for further research.

The first step in this process will be to develop a catalogue of what documents currently exist in the various boxes and filing cabinets held at the SCAR Secretariat and, in some cases, digitally. It is hoped that once a catalogue is developed and materials sorted and preserved, the project will progress to digitization of the archive. Further particulars on the volume of papers, etc. can be found in the survey report prepared by the Scott Polar Research Institute (SPRI)'s archivist, which is available upon request (please email rosemary@scar.org).

It is estimated that the cataloguing would take between 8-12 weeks, including a reading period of one week for you to familiarise yourself with SCAR's history.

The resulting catalogue will be the first entry point for researchers wishing to access this collection.

Type of position: temporary (3 months – with a possible one-month extension). This is a full-time position. For experienced, well-qualified candidates, part-time may be considered.

Salary: £1820 – £2370 per calendar month, depending on experience.

Formal requirements

You should have a post-graduate qualification in archives and records management, information systems or a related professional degree.

You are fluent in English and must currently have the right to work in the UK.

Other requirements

You have a demonstrable interest in academic research, possess strong analytical skills and have a meticulous approach to archival work.

You have good ICT skills, and are familiar with current archive cataloguing standards.

You are able to appraise the archival material, evaluate its salience and place it in context. If necessary, you will be able to search for additional contextual information. You are well read and not so fixated with details as to miss the bigger picture. You are familiar with the main archival technologies and comfortable learning new technologies or to come up with innovative solutions should this be necessary.

You are pragmatic and have the ability to organise your own time while keeping to schedules and meeting deadlines.

Additional merits

Professional experience in organising scientific archives for research purposes.

Project management experience.

Experience and working knowledge of spreadsheets and other electronic tools needed for the task.

Application

Please send your CV and a covering letter to rosemary@scar.org by 08:00am (BST) Monday 5 June 2017.

Desired start date

As soon as possible.