Are you curious, proactive, and passionate about working with historical items? Are you looking to pursue a career in the heritage industry and/or develop skills in archives? If this sounds like you, then we have an exciting opportunity that awaits!

We are currently seeking an organised, collaborative, and methodical individual, who is eager to expand their skillset and make a meaningful impact in our work.

The role will work closely with the Archivist, but it is a key link between the Archive, the Holocaust Centre North team, and external users.

In this role, you will have the opportunity to work with a compelling collection and digitise documentary evidence of the Holocaust. You will facilitate clear and open communication between staff, volunteers, and archive users to support access to the collections. You will be able to engage with researchers, artists, and collection donors who use the Holocaust Centre North Archive.

This position is ideal for a candidate seeking practical experience before applying to a postgraduate course in Archives or another route into the profession.

Salary £22,000 FTE per annum (13,200 pro rata) –

Type of role 0.6 FTE (22.5 hours per week) for 30 months. The role might become 0.8 FTE from January 2024, depending on funding.

Location Holocaust Centre North on the University of Huddersfield campus

Reporting to Archivist

**Holocaust Centre North**

Based on the campus of the University of Huddersfield, Holocaust Centre North is one of the youngest and most vibrant institutions in Britain dedicated to Holocaust education and commemoration. Holocaust Centre North strives to bring fresh approaches to the subject, while being wholehearted in its commitment to the primacy of authentic sources, and the lived experiences of Holocaust survivors, in all their diversity.

Holocaust Centre North’s archive services, exhibition and learning centre are an extraordinary resource, which shows how local and regional stories can illuminate issues of global history. Over the past two years, the charity’s programming has developed a reputation for being inter-disciplinary,
original, and relevant. This is an exciting time for the charity, with a variety of new projects under way and plans for further development.

Towards an intergenerational and multi-disciplinary Holocaust education

Holocaust Centre North is committed to fostering a culture of care when talking about difficult/traumatic histories. The archive includes stories of pre-war Jewish life and culture, forced displacement/migration, child refugees, trauma and intergenerational trauma, memory and postmemory, loss, internment, forced labour, survival & liberation, childhood & youth, diasporic identities, and making a new life in the North of England. These stories are fundamental to understand the world that we live in today and we believe that we must find ways to make history accessible to all.

This is why our programmes and initiatives use a creative approach to ensure that the authentic voices of survivors and their families speak to people from all backgrounds and generations.

One example is Memorial Gestures, a singular programme in the national landscape, through which we create opportunities for contemporary artists to engage with and bring to life the lesser-known stories in our archive in ways that are meaningful to people today. Because there is no single way to ensure that testimony and documentary evidence of the Holocaust remains powerful and timeless, this programme combines history, art, animation, drawing, installation, moving image, photography, socially engaged practice, sound, textiles, writing and more to enrich people’s learning and understanding of the Holocaust.

Homeward Bound

The Archive Assistant role will be primarily associated with our flagship project Homeward Bound, which also includes the Archivist, the Head of Collections, and the Director. Homeward Bound is an ambitious three-year project which will allow us to fulfil our archive’s potential by opening it up for increased and remote access. Homeward Bound has three main aims:

Expand our Collections. We currently preserve 6000 items. By 2025, our archive will include at least 10,000 items, all irreplaceable evidence of the Holocaust and the impact of war and the conflict on people’s lives.

Catalogue. We will organise what we have in our archive and write descriptions so people can search for material independently. A catalogue is like a map of an archive.

Digitise. We will make digital copies of our physical items, e.g., scans of letters or photos of treasured objects. Digitisation is key to preserving collections and increasing access to an archive. If you like taking photographs, this job is ideal for you!
Core Responsibilities

Digitisation (from February 2024)

- With the Archivist, carry out preparatory work to begin the digitisation phase of *Homeward Bound*, for instance the creation of a reprographics suite.
- Manage the preservation of collection items pre and post digitisation, e.g., repackaging and auditing.
- Photograph and scan collection items, using on-site facilities at Holocaust Centre North, as well as the University of Huddersfield reprographic suites.
- Process digitised assets with image editing software to ensure they are correctly cropped and balanced.
- Apply filenames and metadata to digitised assets and manage their storage.
- Create access copies of digitised assets.

Volunteers & Placements

- Provide supervision for University of Huddersfield undergraduate student placements and volunteers who are working with collections on-site.
- Monitor progress of volunteers and placements completing remote tasks, for instance transcribing.
- Check quality and accuracy of work created by volunteers and placements.

Learning & Engagement

- Working with other team members to undertake PR and marketing activity to promote the collection, for example by writing regular social media and blog posts to highlight collection items or document the progress of *Homeward Bound*.
- Support colleagues to identify ways of embedding the collection in the schools Learning Programme and in enhancements to the exhibition.

Collections Management

- Support the cataloguing of the collections to ISAD(G) standards, for instance inputting data into MODES collections management software and creating authority files.
- Create finding aids to increase collections accessibility, for instance subject guides.
- Develop collections documentation, for instance managing location guides and the accessions database.
- Support the recording of access restrictions and rights in the collection, ensuring compliance with legislation (such as GDPR and copyright).
- Sort and list new accessions of archive material.
- Undertake physical preservation activities for the collections, for instance repackaging and identifying conservation priorities.
• Undertake basic digital preservation activities, for instance checking fixity and integrity of digital records.
• Undertake cleaning and environmental monitoring of the collections (archive and exhibition).

Day-to-day operations
• Respond to collection enquiries (in person and via email).
• Manage routine backups of digital records within the archive.
• Input evaluation data about the collections, for instance recording feedback, enquiries, and usage stats.
• Undertake any other duties consistent with the post that may be required. This may include evening and weekend work for which time off in lieu will be given.

The Person

The successful candidate will be able to demonstrate the following attributes:

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<thead>
<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
<th>Evidenced by</th>
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| Qualifications/Training | • Educated to undergraduate level or equivalent | • Using MODES
• Dealing sensitively with vulnerable groups
• Digitising print, object, and audio-visual collections
• Working with sensitive material
• Creating website and social media content relating to collections
• Supervising students and/or volunteers | Application Form |
| Experience | • Working with archive or museum collections (paid or volunteer capacity)
• Photography and scanning
• Answering enquiries (email/phone/in-person)
• Familiarity with archive services
• Experience in FOH or customer services environment
• Administration | | Application form, interview |
### Knowledge
- Core archive principles and practice
- Subject knowledge of the Nazi era and the Holocaust
- Knowledge and understanding of digital preservation
- Knowledge of appropriate standards and best practice in collections management
- Knowledge of copyright legislation relating to archive collections
- Knowledge and understanding of best practice in data protection relating to collections

### Application form, interview

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<tr>
<th>Skills &amp; Attributes</th>
<th>How to apply</th>
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<tr>
<td>Proficiency in the use of Microsoft Office</td>
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<td>Able to manage routine and repetitive tasks with high level of accuracy</td>
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<tr>
<td>Deal politely and confidently with visitors and archive users</td>
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<td>Accurate, with attention to detail</td>
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<tr>
<td>Empathetic / sensitive</td>
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<tr>
<td>Methodical approach to work</td>
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<td>Excellent written and verbal communication skills</td>
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<td>Excellent interpersonal skills</td>
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<td>Practical and pragmatic approach to problem solving</td>
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<tr>
<td>Excellent organisational skills, including the ability to manage conflicting priorities</td>
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<td>Self-motivated and able to work independently as well as work closely as part of a small team</td>
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<td>Trustworthy</td>
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<td>Reading skills in German, Czech, French, or Eastern European languages</td>
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### Application, interview

**How to apply**

To apply please submit your CV and a cover letter (no longer than 2 A4 pages). Please send these as attachments to our Archivist, Hari Jonkers (h.jonkers@hud.ac.uk). The closing deadline is midnight on Sunday 18th June. We will be unable to consider applications received after this time.

Interviews will take place in person on Monday 26th June at Holocaust Centre North in Huddersfield