



ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

Project archivist brief

Project – Preserving the College’s Covid Response

Background

The College archives are unique collections recording the activities of the organisation and the work of our membership community. The archive dates from 1602 until the present day, and is one of the College’s most valuable assets. Its preservation and development is essential to support the College’s aims and priorities, providing evidence of its legitimacy, reputation and relevance in the health care sector and wider society.

The College’s response to the Covid pandemic during 2020 and 2021 has been a pivotal time in the organisation’s history. It is vital that the record of this response is preserved, providing evidence of the College’s viability and relevance during a global health crisis, and strengthening the College’s status for future generations.

Project archivist overview

A project archivist will be commissioned on a freelance basis to develop, appraise and catalogue the records of the College’s Covid response. This includes digital and paper-based records. The project archivist will also advise on future archive management and development priorities, with a focus on the archive as a corporate asset and how it can support College strategy and aims.

Requirements of the role

The project archivist will be a qualified archivist, with experience of digital archives and archive development (preferably business / corporate archives). The project archivist will work closely with the College Heritage team, and link with the wider College management team. They will report to the Library and Heritage Manager.

Timescale

November 2021 – March 2022 (5 months)

Work pattern

Flexible, based on 28 hours per week, principally based in the College building at 232-242 St Vincent Street, Glasgow, with the option of working remotely for a portion of the time, with digital archive material.

Payment

Total payment will be £10,000.00.

The project archivist will invoice the College each month (suggest invoicing on 20th of the month for payment at month end). The archivist will not be an employee of the College therefore will be responsible for payment of their own tax and national insurance contributions

Applying

For further information please contact Clare Harrison, Library and Heritage Manager
Clare.Harrison@rcpsg.ac.uk.

To apply please send a CV and covering letter, outlining how your experience will enable you to carry out this brief, to Clare.Harrison@rcpsg.ac.uk by the end of **Friday 24th September**. Please include the names and contact details of two references with whom we can enquire about your previous relevant work experience.