

# The Wiener Holocaust Library

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## **Project Archivist**

**Full-time, fixed-term contract (24 months) based in Central London, WC1**

**Salary:** £28-£32k depending on experience

**Start date:** January 2023, or as soon as possible thereafter

**Responsible to:** Senior Archivist

**Deadline for Applications:** 11 December 2022 (23:59)

**Interviews:** w/c 19 December 2022

The Wiener Holocaust Library is the world's oldest Holocaust archive and the home of Britain's largest collection of published and unpublished works, documents and photographs relating to the Nazi era. In the past three years the library has undergone a process of transformation through closely integrating digital technology, digitised archive materials, web and social media marketing into its activities.

## **PURPOSE OF THE ROLE**

In autumn 2021, The Wiener Holocaust Library embarked on an ambitious five-year digital transformation project to revolutionise access to The Wiener Holocaust Library's archive. Our Digital Transformation Project will create a much improved digital infrastructure for the Library. The project involves the creation of a discovery system, the scaling up of our digitisation programme, the enhancement of our catalogue records and the preservation of our most fragile collections.

We also launched our 'Recovery and Repair: Supporting Jewish Family Histories of the Holocaust throughout Britain' project in September 2021. This includes outreach to communities and individuals across the UK who could benefit from using the vast documentation of the International Tracing Service Archive, which the Library holds in digital copy.

We are seeking an experienced archivist to join our team on a full-time 24-months contract to work on these projects. This varied role will focus on cataloguing the Library's photo collections and its unique collection of Jewish refugee family papers to support digital transformation. The Library's uncatalogued Jewish refugee family papers are an exceptionally rich collection of personal documents and photographs. The collection is particularly strong in terms of the breadth and depth of materials and includes a variety of historically significant photographs. The extensive private correspondence in this collection provides a rich evidence to

researchers for a variety of experiences of Nazi persecution among multiple branches of many families. As part of this support, the Project Archivist will upload digital surrogates of select papers to the Refugee Map.

The Project Archivist will also support acquisitions and education work for the 'Recovery and Repair' project. In addition to these specific areas of focus, time will be allocated to supporting the Library's archive activities more broadly by working closely with the Senior Archivist.

For someone with an interest in modern history and archive collections, this is an opportunity to help develop one of Britain's foremost archives relating to the Holocaust. The majority of the material in our collections are in the German language, including typescript and manuscript documents. The catalogue descriptions to these collections will be created in English. The successful applicant will therefore need the requisite language skills.

The post-holder should be willing to travel to the Library daily.

As we are a small organisation we are looking for someone who is a good team player willing to be involved in other projects as necessary.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Work with the Senior Archivist and Photo Archivist to appraise, sort and arrange archival collections comprising of both photographs and documents
- Create detailed multi-level descriptions to ISAD(G) standard and index the collection using our in-house thesaurus
- Support the Head of Collections in a range of preservation activities including the re-housing and re-boxing of documents, and the management of outsourced conservation treatment of individual items (budget dependent)
- Liaise with the Digital Asset Manager & Project Lead to assist with the digitisation of family papers as needed, following existing digital preservation policies.
- Liaise with the Digital Transformation Project Assistant for the digitisation of family papers and upload digital surrogates of select papers to the Refugee Map
- Support the 'Recovery and Repair' project with outreach activities, digitisation, education, and acquisitions
- Assist with cataloguing digitised AV collections
- Collect statistics as required and provide regular progress reports
- Assist as necessary with organising and staffing events
- Support the Reading Room Enquiry Desk as required
- Any ad hoc tasks as required

## **Person Specification**

### **Essential**

- Relevant graduate or postgraduate degree in archive administration, or equivalent experience
- Demonstrable experience in cataloguing to ISAD(G) standard
- Experience with library or archive management systems

- Intermediate German language reading skills and/or fluent in one of the following - Polish, Hungarian, Czech, or another relevant European language prevalent during the Holocaust.
- Native or near-native proficiency in written English
- Experience of managing all aspects of processing archives/document collections
- Ability to manage time and workload effectively
- Excellent communication skills, both written and verbal, attention to detail
- Ability to work unsupervised and under pressure
- Excellent administrative, organisational and planning skills
- Proficiency in MS Office packages

### **Desirable**

- Good subject knowledge of the Holocaust and Nazi era or 20th century European history
- Experience with working with special collections
- Experience of the not-for-profit sector
- Experience of working in a small team as well as self-motivated
- Ability to read handwritten documents in a variety of scripts
- Additional language skills of other European languages, or Hebrew

You may be asked to carry out other duties as may arise from time to time including evening work. You will be required to act in accordance with the provisions of the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of any person who may be affected by your acts or omissions at work.

### **HOW TO APPLY**

Please send your CV and a cover letter outlining your relevant experience to: Olivia Oakley, Office Coordinator, [ooakley@wienerholocaustlibrary.org](mailto:ooakley@wienerholocaustlibrary.org)

Applications without a cover letter will not be considered.

For an informal talk about this position, please contact Dr Stefanie Rauch, on 0207 467 9670 or [srauch@wienerholocaustlibrary.org](mailto:srauch@wienerholocaustlibrary.org).