

Role: Freelance Archivist

Organisation: The National Brewery Heritage Trust (NBHT)

Location: Office based (Burton upon Trent)

Job Type: Freelance contract, one day a week for six months (potential to extend)

Rate: £25 per hour, dependant on experience, plus expenses, to be invoiced monthly in arrears. Estimated monthly contract value £800.

About Us

Based in Burton upon Trent, the National Brewery Heritage Trust (NBHT) exists to preserve and promote Britain's brewing heritage. A key current focus is working with stakeholders – including East Staffordshire Borough Council and Molson Coors Beverage Company – to review, relocate and provide access to the collections from the National Brewery Centre (which closed in October 2022).

These collections, estimated at around half a million items, cover 300 years of brewing in Britain. As well as artefacts, there is an extensive archive and library which includes photographs, film and audio recordings, books, manuscripts, records, ledgers, journals and plans.

Since the closure of the National Brewery Centre, we have relocated the archive and library into a temporary home on Station Street in central Burton. We are continuing to unpack and organise the material, as well as updating and reconciling the manual and electronic catalogue records.

The NBHT is run by a board of Trustees, supported by a small team of freelance contractors and volunteers.

About the role

We are looking for a qualified Archivist to join the team, working freelance for one day a week for six months initially, with the potential to extend and expand the role subject to funding. Due to the nature of the role, the successful applicant will need to work on-site in central Burton upon Trent on either Tuesday, Wednesday, or Thursday.

This role will act as an archive expert to support our Freelance Collections Officer and Cataloguing Assistant, trustees, and volunteers as we relocate, inventory, and catalogue the archive. You will use your expertise to help us implement policies, plans and procedures for the ongoing management of the archive, and the reinstatement of research and enquiry services.

You will also provide professional advice to the trustees as they work with East Staffordshire Borough Council and other stakeholders on the development of a new brewery centre in Burton upon Trent, which will provide a long-term home for the archive and artefact collections.

Main duties and responsibilities:

The successful applicant will work with the Freelance Collections Officer and others on a day-to-day basis to manage, inventory and catalogue the collection, including responding to enquiries and supervising the work of volunteers. To include:

- Complete the relocation and set up of the archive and library at Station Street, including planning the reinstatement of research and enquiry services.
- Support the Trust's ongoing digitisation programme, including the development of an on-line catalogue (currently AtoM).
- Use your expertise to create and implement policies, plans and procedures that will facilitate best practice in the care of the archives and their ongoing cataloguing.

About you

- Qualified archive professional, preferably with previous experience of managing mixed collections.
- Experience of archive practice including arrangement, descriptions, and use of electronic archival cataloguing systems (we currently use AtoM).
- Experience of working with archival information, files and materials and the ability to undertake routine tasks to a high standard.
- Excellent IT skills including Microsoft 365.
- Good knowledge of The Copyright, Designs & Patents Act 1988.
- Good knowledge of UK GDPR & Data Protection Act 2018.
- Excellent written, verbal, and interpersonal communication skills.
- A high level of professionalism and reliability.

We regret that the offices and facilities are located on the first floor of the building and the only access is by stairs.

Prospective applicants should also note that we are not a licenced sponsor, and all applicants must already have the right to work in the UK.

To apply, please send a covering letter and current CV with the subject line 'Freelance Archivist Application' to laura.waters@breweryheritage.com by 10am on Monday 24 June.

Informal enquiries about the role may be addressed to the Freelance Collections Officer at the same email address.

Interviews will take place at the Trust's offices in Burton upon Trent (or by Teams) in the first week of July, with the aim of starting the contract as soon as possible.