# Candidate Information

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| **Position:** | Collections Assistant (0.6 FTE) |
| **School/Department:** | School of Arts, English and Languages |
| **Reference:** | 26/113747 |
| **Closing Date:** | Monday 23 November 2026 |
| **Salary:** | £29,118 - £30,630 per annum pro rata (0.6 FTE) |
| **Anticipated Interview Date:** | Tuesday 8 December 2026 |
| **Duration:** | Fixed Term - Part Time; Available for approx. 19 months |

## JOB PURPOSE:

To support the Collections Manager(s) in the ongoing cataloguing and preservation of archive materials.

To coordinate and support delivery of the Oral Histories project.

To facilitate access for academic & research staff, students, members of the public and other visitors to the Collections at the Seamus Heaney Centre at Queen's.

To provide specialist information on the exhibition and collections for a wide range of audience groups, on a range of platforms including online and in-person.

## MAJOR DUTIES:

1. Carry out tasks relating to the ongoing digitisation and secure storage of archive materials including AV collections, library collections and ephemera.
2. Provide clerical support relating to the archive and collection including:
   · Maintaining the catalogue information using Sharepoint, MODES and other relevant software.
   · Providing access to colleagues and researchers in line with policy and procedures.
   · Maintaining confidential or sensitive information in an appropriate man-ner in line with policy and procedures.
   · Updating and adding collection files with provenance information and any new correspondence.
   · Conducting condition reports and documentation for new acquisitions, and recording data on storage and display of archival materials.
   · Minuting meetings or interviews for archival purposes.
3. Facilitate appropriate access to the collections in the exhibition and library areas, and via digital platforms.
4. Support the exhibitions and events programme relating to the archive and literary heritage, including:
   · Developing exhibition or tour content at an appropriate level for diverse audience groups.
   · Ensuring appropriate bookings, room setup and event briefings.
   · Developing appropriate marketing and social media content relating to the archive.
5. Carry out any other duties which are appropriate to the post as may be reasonably requested.

## ESSENTIAL CRITERIA:

1. A minimum of 5 GCSEs at Grade C or above (or equivalent) to include Eng-lish Language and Mathematics or NVQ Level 2 Administration (or equiva-lent).
2. Demonstrable appropriate knowledge and research skills gained through ac-ademic studies or professional experience, relevant to the SHC collections and the wider heritage sector.

3. A minimum of 1 year recent and relevant professional experience to in-clude the following:
   · Experience of working with archives or collections.
   · Experience of public-facing roles the arts sector.
   · Accurately maintaining databases and spreadsheets.
   · Experience in communicating with a wide range of audience groups to in-clude school groups and other specific demographics.
4. IT literacy and ability to use computer packages relevant to area of work in-cluding Collection Management Software.
5. Good oral and written communication skills, able to communicate effectively with staff, students and members of the public.
6. Ability to work on own initiative and as part of a team.
7. Flexible, willing to adapt to new tasks and duties.
8. Ability to make decisions and to plan and prioritise within remit of post.
9. Willing to work evenings and weekend hours as required.

**DESIRABLE CRITERIA:**

1. Postgraduate qualification in the field of literature.
2. Professional experience in the literary sector.
3. Professional experience in the HE sector.
4. Practical experience working with audio visual equipment.
5. Demonstrable experience of promoting events and resources using online digital platforms eg. social media, relevant websites.