**Job Title - Traveller Community Archivist**

Are you a Traveller interested in Traveller histories and culture? Pavee Point Traveller & Roma Centre is looking to recruit Traveller (s) to work on our archive project. This will involve learning about how to preserve and organise photographs, paper documents, sound recordings and other material in a collection.

You will get to work with a professional archivist and get on-the-job training. You will also bring your Traveller experience to the project and help develop ways of sharing the collection with the Traveller community.

**Job Overview:**

Established in 1985, Pavee Point Traveller & Roma Centre, has collected a wide range of photographs, documentation and other materials relating to Traveller histories, culture and activism. In 2023 Pavee Point completed a survey and assessment of the collection with funding through the Community Heritage Scheme operated by the Heritage Council.

Pavee Point now wants to catalogue and digitize parts of this collection in order to preserve and promote the collection. We want to do this to enable better Traveller access to Traveller histories and heritage. Traveller inclusion is key to this project and we want Travellers to be employed in developing and showcasing this collection.

**Reports To:** The Traveller Community Archivist will report to the project lead in Pavee Point Traveller & Roma Centre.

**Place of Work:** The place of work is Pavee Point Traveller & Roma Centre, 46 Charles Street Great, Dublin 1.

**Contract/Salary Scale:**

This post is funded by the Heritage Council under the Heritage Organisations Support Fund. It is a full-time position to November 2024. The annual salary is €26,972, pro rata.

**Duties and Responsibilities:**

* Work with a professional archivist who will co-ordinate this project.
* Assist with identifying, categorising and labelling of photos and other items.
* Undergo training and skills development in archival and community archival skills
* Support outreach and communication to Travellers to gain consent around use of photos and other elements of the collection
* Support digitisation of the images.
* Support the Pavee Point Heritage Week event and other cultural heritage events
* Assist the lead archivist in giving regular updates to Pavee Point internal structures
* Contribute towards videos or other social media postings which will increase awareness of the collections and the community which they document
* Work with the lead archivist to develop and try community outreach activities to share the Pavee Point collection
* Work with Traveller peer collectors working on the Pavee Point oral history project to support the preservation and sharing of oral history work.
* Engage in cross program work to support Pavee Point’s cultural heritage work

**What you need for this job:**

* A passion for Traveller heritage and activism and willingness to learn skills relevant to developing a community archive (essential).
* Good verbal communication skills and organisational skills (essential).
* Literacy and basic computer literacy (essential)
* An ability to work on your own and as part of a team (desirable)
* Prior voluntary or paid experience of working a project with agreed aims and timeframes (desirable)
* An understanding of the work of Traveller community development organisations (desirable)
* Experience of working or volunteering with an archive or a community-based Traveller culture / history project (desirable)

**To apply:**

Please email or post an application form to [lee.davis@pavee.ie](mailto:lee.davis@pavee.ie). Deadline – 5.00pm Friday 21st June.

Postal address: Lee Davis, Pavee Point Traveller and Roma Centre, 46 Charles Street Great, Dublin 1.