



## **Vacancy : Archivist, Pavee Point Traveller & Roma Centre**

Are you a professional archivist looking to be part of an exciting project to preserve and promote Traveller heritage and help develop a Traveller archive?

Pavee Point is seeking an archivist to collate, catalogue, digitise and display the Pavee Point collection of photographs, documents and other materials relating to Traveller histories, culture and activism. This is part of a community archive project to also include on-the-job training for Traveller community archivists while developing outreach activities to better share the collection with the community.

### **Role: Pavee Point Collections Archivist**

#### **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 through the Community Heritage Scheme operated by the Heritage Council.

Pavee Point is now keen to catalogue and digitize elements of this collection in order to preserve and promote the collection and to enable better Traveller access to Traveller histories and heritage.

#### **Duties:**

- Collate, catalogue and digitise materials into an online searchable resource which is accessible to the public
- Work closely with the Traveller community archivists to support the development of Traveller training and skills & knowledge in archiving and community archiving.

- Develop activities to share the collection with Travellers and to support Travellers in engaging with Traveller heritage and cultural heritage
- Provide regular verbal and written updates to internal Pavee Point structures
- Make recommendations for the full cataloguing, preservation and long-term storage of the collections
- Develop archive and collections policies taking into account ethical and legal considerations including child protection, data protection and access
- Work with Pavee Point in developing its heritage event for Heritage Week 17 – 24 August 2024
- Contribute towards videos or other social media postings which will increase awareness of the collections and the community which they document
- Engage with external organisations as appropriate to support the above
- Undertake any other duties within the general requirements of the role that may be assigned, as appropriate by Senior Management

### **Person Specification**

- Postgraduate qualification in Archives and Records Management, accredited by the Archives & Records Association (essential).
- Knowledge of archival cataloguing standards and practices, in particular ISAD(G) (essential)
- An ability to work in a co-operative and collaborative manner (essential)
- Excellent communication and interpersonal skills, including sensitivity and appreciation of intercultural and anti-racist approaches in a culturally diverse environment (essential)
- Knowledge of legal & ethical considerations around community archive development including GDPR or willingness to learn (essential)
- Knowledge of community archive principles, a community development approach and human rights principles (desirable)
- Experience of working with the Traveller community (desirable)
- Knowledge of Traveller history and culture (desirable)
- Experience in archival outreach, including social media platforms, exhibitions, talks and other public-facing events (desirable)

**Reports to:** Pavee Point Senior Management

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

**Terms and Conditions:** This post is funded by the Heritage Council under the Heritage Organisations Support Fund. It is a full-time position from ~~May~~ April 2024 to November 2024. The salary is based on an annual salary of €34,522, pro rata.

**How to Apply:**

Please email a CV and letter explaining why you would like this job to Lee Davis: [lee.davis@pavee.ie](mailto:lee.davis@pavee.ie). Deadline 5.00pm Monday 13<sup>th</sup> May 2024.

**Pavee Point Traveller & Roma Centre is an equal opportunities employer.**