

Archives and Collections Assistant (Project)

Part Time: 2 days per week

£27,500 pro-rata (£11,000 per annum)

Fixed term freelance contract until December 2023

About Us:

Glasgow Zine Library is a community archive and zine library based in Govanhill, Glasgow, established in 2018. We have a growing international collection of an estimated 2000 zines (DIY, self-published magazines). A significant amount of work has been undertaken to develop policies and procedures around our public-facing collection, online catalogue, and growing archive. We have received hundreds of donations, and find that we need a designated Archives and Collections Manager and an Archives and Collections Assistant.

GZL also hosts a blended online/offline programme of workshops, professional development opportunities, community meals, film screenings, discussion groups, reading groups, arts and crafts, social clubs, heritage activities and more. All our events are free or pay-what-you-can. We also programme [Glasgow Zine Fest](#), an annual celebration of zine culture, now in its 9th year.

This year marks an exciting period of growth and consolidation for our collection. We have been granted National Lottery Heritage funding to conduct a condition survey of the collection, develop our archive (including through cataloguing, digitising, and making strategic purchases), train community heritage volunteers, and run a programme of community heritage activities (the latter led by our Programme Coordinator).

Job Purpose: Supporting the development of Glasgow Zine Library's growing zine archive collection, including cataloguing and digitising content.

Reporting to: Archives and Collections Manager

Location:

Glasgow

Job Description:

Our Archives and Collections Assistant will support the Archives and Collections Manager in developing our large, constantly growing zine archive and collection, including providing and developing routes of access for users and supporting the development of representative and inclusive collecting.

You will assist in maintaining the online catalogue (including: cataloguing, metadata, documentation etc), promoting the zine collection and radical approaches to cataloguing, supporting relationships with zine makers to develop the collection, and assisting in community events, consultation and outreach. Supporting the appropriate storage and future preservation of the collections.

Key Responsibilities

- Administrative tasks supporting GZL's large zine collection and its developing archive collections

- Supporting the Archives and Collections Manager to conduct a condition survey of the collection
- Assisting with and attending collection-based community programming events
- Attending quarterly heritage steering committee meetings
- Working alongside, and supporting training of volunteers regarding cataloguing
- Contribute to the accessioning and cataloguing of zines and ephemera in the archive,
- Support the Archives and Collections Manager in developing an Archival Plan for digitisation, community cataloguing practices, future plans for the collection, etc.
- Maintaining GZL's cataloguing, labelling and organisational systems for the collection
- Respond to archive queries e.g. regarding zine donations, using the online catalogue
- Acquiring and maintaining permissions for zines in the library collection
- Supporting compliance with Data Protection legislation

Skills and Experience

- Experience developing archives or working in libraries is desirable but not essential
- An ability to identify content gaps in our collection
- Experience of working with/training volunteers is desirable but not essential
- Excellent written and verbal communication skills
- Confident using IT skills
- A commitment to inclusivity and community-led approaches
- An understanding of current approaches to developing archives, including digitisation
- Awareness of basic preservation needs for the zines

Person Specification

- A passion for community heritage and archives/libraries
- Knowledge of the archives/libraries and sector's landscapes
- Keen to learn how to develop archives and cataloguing our collection
- Comfortable communicating needs within a small team and delegating tasks
- A self-starter with the ability to work independently
- Maintain and communicate the ethos and values of the organisation
- Passionate about supporting marginalised peoples' access to art and heritage, self-publishing, and DIY culture
- Motivated to meet archives goals and seek out creative solutions
- Excellent people skills, to enthusiastically, comfortably and confidently work with an Archivist and Collections Manager and volunteers
- Motivated, with the skills to build and develop our archive, and associated policies and procedures

[Please apply here](#)

Application deadline: 20th November 2022, 5pm

Proposed Interview dates: Week of 28th November 2022

Role to begin: January 2023

Please direct any enquiries to LD, our Director, at glasgowzinelibrary@gmail.com

GZL understands that access to the training and experience relevant to this role can be inaccessible, and as such we encourage people with varied experience to apply for this position. If you meet some but not all of the criteria and would like to have an informal chat about the position, please get in touch.

This position was made possible by a grant From the National Lottery Heritage Fund as part of the #DYC Preserving Community Stories Project.

