



## **CAREER OF THE WEEK: Archivist**

### **What does an archivist do?**

An archivist is responsible for the collection, organisation, preservation, and management of documents, items, and records of historical or cultural importance. The specific duties and responsibilities of an archivist may vary depending on the type of institution or organisation they work for, but will include things like:

- Acquiring and cataloguing documents, manuscripts, photographs, and other materials relevant to their institution's collection policy
- Organising and categorising records to make them easily accessible
- Preserving the physical and digital integrity of the records in their care, implementing conservation measures, ensuring proper storage conditions, and digitising materials to prevent deterioration
- Assisting researchers, historians, and the public in accessing and using the materials in the archive
- Conduct their own research or collaborating with researchers to enhance the understanding of the materials in their collections

Archivist work in a variety of settings, including local government, the NHS, libraries, museums, universities, and private institutions. The role requires a combination of historical knowledge, organisational skills, and an understanding of archival principles and practices.

### **What can I expect to earn as an archivist?**

Typically, starting salaries are around £21,000 to £24,000 per annum, rising to between £30,000 and £45,000 with experience. Senior archivists can earn over £60,000 per annum.

### **What subjects should I study to become an archivist?**

Useful subjects to study include history, law, foreign languages, and English.

### **How can I start my career as an archivist?**

To work as an archivist, you will typically need a degree, volunteering or work experience, and postgraduate training. A degree in a subject such as history, law, foreign languages, or English is useful. You would then undertake a postgraduate qualification accredited by the Archives & Records Association. There are a variety of accredited courses available, these are offered by six universities located around the UK. More details of these accredited courses can be found here: <https://www.archives.org.uk/a-career-in-recordkeeping>.

Another way to start your career as an archivist is to complete a Level 7 Archivist and Records Manager apprenticeship. This is a relatively new route, but organisations such as the NHS, various local authorities, universities, and museums now offer this route of entry into a career as an archivist.

To research local education and training opportunities that could lead to a career as an archivist, visit our partner website [www.logonmoveon.co.uk](http://www.logonmoveon.co.uk)

### **Useful websites to find out more about a career as an archivist:**

Archives & Records Association <https://www.archives.org.uk/careers>

Information and Records Management Society <https://irms.org.uk/>

The National Archives <https://www.nationalarchives.gov.uk/>

National Careers Service <https://nationalcareers.service.gov.uk/job-profiles/archivist>

Prospects <https://www.prospects.ac.uk/job-profiles/archivist>

