

Job Description Resonate Project Officer

Reporting to: Archivist

Department: Archive Centre

Purpose of the job

To support the Archivist in delivery of a National Lottery Heritage Fund (NLHF) project to digitise the sound collection of the Leonard Cheshire Archive.

To assist with the preparation and uploading to a website of new digital material created during the project.

To manage volunteers to transcribe digitised sound files and to collaborate with volunteers to create podcasts using digitised content, give awareness talks and lead on managing a final exhibition.

Key responsibilities

1. Prepare sound material prior to digitisation (by an external company) and monitor progress against agreed timelines and criteria
2. Monitor progress of an external company to provide closed caption subtitles
3. Recruit, manage and monitor a group of 10 digital volunteers to transcribe digitised material
4. Assist with curatorial input including choosing content to showcase online
5. Prepare new digital material for uploading to YouTube and embed films into the archive's website
6. Assist an external company in creating online podcasting training using Adobe
7. Collaborate with Archivist and volunteers to produce 3 podcasts using Audacity
8. Lead on organising awareness sessions and a final exhibition, with assistance from the Archivist and volunteers
9. Report on project progress to the Archivist and Trusts team on a regular basis, including tracking budgets, complying with monitoring and evaluation processes and assisting with submissions to the NLHF.

Person specification

Essential requirements

- Prior experience of project administration, preferably in a museum, library or archive environment
- Experience of using website content management systems e.g. Wordpress or similar
- Experience of working with external consultants and suppliers
- Experience of managing people, preferably volunteers
- Knowledge of budget management and financial reporting

Key competencies & skills

- Good level of overall IT competency, familiar with IT concepts, software, websites and databases
- Awareness of how to use sound file editing software and/or film editing software e.g. Audacity or Adobe would be an advantage
- Can work on own initiative and manage time effectively, with an organised approach to tasks
- Ability to handle delicate archive materials in a responsible manner
- Investigates and resolves problems in consultation with appropriate staff
- A polite and helpful manner when dealing with colleagues, volunteers and stakeholders
- Good communication and presentation skills