

11 August 2022

Dear Applicant,

**Cataloguing Archivist**

Thank you for your interest in this position. Please find attached more detailed information for this post, which includes:

- Introduction to iniva and Project
- Job Description and Person Specification
- Equal Opportunities Policy Statement and Monitoring Form

**Iniva**  
(Institute of International Visual Arts)  
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[www.iniva.org](http://www.iniva.org)

To apply, please send us a completed Application Form and Equal Opportunities Monitoring Form to [recruitment@iniva.org](mailto:recruitment@iniva.org) with 'Cataloguing Archivist' as the email subject. CVs are not accepted as part of the application.

The deadline for applications is Sunday 11 September 2022 at 11.59pm. Applications received after this time will not be accepted.

Interviews are expected to be held on Wednesday 28 September 2022.

We look forward to receiving your application.

Yours sincerely,



**Sarah Mangan**  
**Deputy Director**

Reg Charity Number  
1031721

# Introduction to iniva

## **About iniva**

iniva (Institute of International Visual Arts) is an evolving, radical visual arts organisation dedicated to developing an artistic programme that reflects on the social and political impact of globalisation.

With the Stuart Hall Library acting as a critical and creative hub for our work, we collaborate with artists, curators, researchers and cultural producers to challenge conventional notions of diversity and difference. We engage a wide audience, particularly young people, in discourse and debate on issues surrounding the politics of race, class and gender.

Through our programme we work predominantly with British-born and British-based visual artists of African and Asian descent supporting them at different stages in their careers. We offer residencies, commission new work and promote existing practices enabling artistic ambition and development. By cultivating innovative thinking, we are committed to disseminating research across a wide cultural spectrum and geographical network.

Our ambition is to build a greater body of knowledge around each of the artists with whom we work to ensure the legacy of their practices for future generations of researchers and audiences. [www.iniva.org](http://www.iniva.org)

## **Our funders**

The role of Cataloguing Archivist has been made possible for 12 months as part of Archives Revealed. Archives Revealed is a partnership funding programme from The National Archives, The Pilgrim Trust and the Wolfson Foundation which supports the cataloguing of archive collections.

The goal of the Archives Revealed programme is to ensure that significant archive collections, representing the lives and perspectives of all people across the UK, are made accessible to the public for research and enjoyment. Archives Revealed is administered by a dedicated team at The National Archives. They provide applicant archives with access to e-learning, webinars and workshops, which will help more archives to access support and build resilience for the future.

iniva is an Arts Council England National Portfolio Organisation (NPO) and as such we receive regular funding from Arts Council England, which supports the arts and cultural sector to achieve excellence in all it does. In fulfilling its obligations as an NPO iniva creates work of artistic and cultural excellence and is innovative in the way this work engages with audiences. Read more at [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

# Introduction to the Project

iniva grew out of the 1980s Black Arts Movement, an era marked by political extremes and an explosion of creative expression. African and Asian Diaspora artists were rarely represented in mainstream galleries and utilised DIY modes of exhibition-making and publishing. iniva's Archives Revealed project titled *iniva archive: a radical transformation of the cultural landscape in Britain (1994 –2022)*, is for an archivist to catalogue a selection of our mostly requested archival collections that significantly reveals the story of iniva's creation within the development of Black Arts in the UK and examples of our early curatorial exhibitions and online experimental art projects within our archive. The four sections to catalogue to list level include:

*iniva's early Constitution & Governance Documents (1991–2021)*: This collection tells the story of iniva's establishment governed by the acclaimed cultural theorist/activist Stuart Hall during the era of diversifying the arts mainstream and iniva's early franchises that we led by now internationally recognised artists and academics Rasheed Araeen, Eddie Chambers and Sunil Gupta, giving an insight into their early practice.

*iniva's 'New Internationalism' Symposium (1994)*: This symposium hosted at the Tate in 1994 include correspondence, transcripts, ephemeral material and mixed media from delegates at the symposium including notable national and international thinkers such as Olu Oguibe, Hal Foster and Sarat Maharaj. Many of the handwritten speeches, correspondence for the subsequent publication held within the archive.

*Veil Touring Exhibition (2002-2004)*: The Veil archive collection unpacks the curatorial research of award-winning artists Janine Al-Ani and Zineb Sedira and provides insight into how alternative modes of curating can help uncover hidden art historical narratives around current debates on multiculturalism in Britain and our colonial past. The archive contains several slides of works in the show, transparencies, and unseen photography.

*X-Space (1996-2001)*: X-Space was a pioneering digital art space for then emerging artists to work in collaboration with web designers and technologists to broaden their art practice. The web presence of X-Space no longer exists online but the physical archive of exhibition ephemera is significant to researchers and web art enthusiasts exploring the genesis of the multimedia projects iniva commissioned.

# Job Description

**Job Title: Cataloguing Archivist**

Hours: 5 days (35 hrs) per week, 12 months fixed term contract

Reporting to: Library and Archive Manager

Location: Stuart Hall Library, 16 John Islip Street, London SW1P 4JU

Salary: £30,000 per annum

This position is funded through the [Archives Revealed Programme](#). Archives revealed is funded by The National Archives, The Pilgrim Trust and The Wolfson Foundation.

## Role Purpose

Over a 12-month period, the Cataloguing Archivist is responsible for rehousing, sorting and cataloguing to list level four selected collections of iniva's archives. These collections capture iniva's creation within the development of Black Arts in the UK and early exhibitions histories around online experimental art spaces and a major touring exhibition on the symbolism of the veil in art. These archives consist of correspondence; speeches and transcripts; exhibition ephemera such as posters, postcards and leaflets; press and marketing; mixed media and some digitised files to be catalogued into Collective Access, iniva's archive management system. The work of the cataloguing archivist will be made accessible and searchable by the end of the project to contribute to community archive engagement workshops, exhibitions and other projects associated with our 30<sup>th</sup> anniversary which are dependent on archive content.

## Main Objectives

- To oversee the cataloguing of four selected collections in iniva's archives to be made searchable and accessible iniva's archive management system, Collective Access+
- To assist in supervising volunteers and placement students involved in the project
- To contribute to the delivery of iniva's mission and vision

## Main Duties

### In common with all Iniva staff

- To support the philosophy, aims and objectives of Iniva and to champion its work.
- To promote and support equality, diversity and inclusion for all staff, contractors, volunteers and stakeholders.

- To uphold collective responsibility, knowledge sharing and team working across the organisation.
- To contribute to, and follow iniva's organisational policies and procedures, particularly policies relevant to your defined responsibilities and area of work.
- To ensure proper record keeping, filing and archiving of all communications and documentation related to your area of work.
- To engage in continuing professional development, seeking to stay up to date with developments and best practice in your area of work.

## **Particular to the Cataloguing Archivist Role iniva Archive Collection**

- Oversee the completion of the Archives Revealed Project, cataloguing selected archival materials to item level adhering to ISAD(G) standards, and ensuring the collections are searchable in Collective Access+.
- To assist the Library and Archive Manager in providing physical and digital access to the selected archive collections and assist with related archive research enquiries.
- To liaise with the Archivist and Engagement Producer to develop critical thinking around the approach to cataloguing social and political items in the collections, ensuring that material is catalogued correctly with standards in mind and backed up accordingly.
- To appraise selected collections, repackage materials using archival-grade materials, and assess the need to weed collections and possible conservation treatment prior to cataloguing the material.
- To assess the suitability of digitised materials related to project for online publication considering Copyright and Data Protection legislation, ensuring that their metadata is correctly assigned to archive records in Collective Access+.

## **Partnerships and Communications**

- To work closely with the Library and Archive Manager to facilitate and support the work of the project, attending regular meetings including the Project Steering Group meetings providing written updates were required.
- To liaise with our Development Manager to contribute to reporting to the funder(s) on the progress and evaluation of the project were required.
- To liaise with our Communication Manager to contribute to general iniva marketing and publicity of iniva's archives and engagement with project.

- To liaise with artists/producers related to the selected archives to ensure records are catalogued correctly according to information on acquisition forms and accessibility around copyright.
- To increase the visibility of the archive as a specialist resource in a research context by participating in specialist archive networks, conferences and workshops and developing relationships with other archivists and information professional in relevant subject areas.
- To undertake other duties of a similar nature that may be reasonably required within the development of the project.

## Staffing

- To support the Library and Archive Manager and Archivist and Engagement Producer in supervising archive placement student(s) and volunteers involved in this project.
- To assist in training volunteers in ISAD(G) archival cataloguing standards.

*Note: This is a description of the job as it is at present constituted. It is iniva's practice to examine job descriptions regularly and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes.*

## Person Specification

The post-holder for this role should demonstrate the following qualifications, experience, skills and knowledge:

### **Essential skills**

- Relevant qualification in Archives Studies and/or equivalent experience of cataloguing a range of archival material.
- Demonstrate experience using archive management systems to manage and catalogue archival collections. Knowledge of open-source systems such as Collective Access+ would be advantageous but training can be provided.
- Knowledge and experience of archive standards and principles including ISAD(G) and controlled vocabularies.
- Demonstrate an understanding of the social and political context of iniva's archive and ability to think critically about your approach to working with these collections.
- Strong project management, organisational and problem-solving skills, and the ability to work independently to tight deadlines.
- Exceptional interpersonal, communication and advocacy skills with the ability to build positive and working relationships with key stakeholders.
- Knowledge of Data Protection and Copyright.

### **Desirable skills**

- Ability to understand iniva's place in the history of visual arts in UK and internationally
- Keen interest in visual arts or other creative art forms
- Knowledge and experience of archival best practice, understanding preservation needs and conservation practices for modern archives and digital material.
- Experience of effectively supervising, motivating and developing archive volunteers

Note: Applicants cannot be expected to be equally strong on all the above criteria, but to provide evidence across the range, in varying strengths and combinations. Iniva is committed to supporting staff in training and support to achieve the standards required to undertake the role.