

HNBC Archivist - Job Description

Background information

The Archivist, one of the 6 officers of the club, is responsible for keeping and developing the club's archive records. The Narrow Boat Register, as it was originally called, is principally a collection of documents, letters, photographs, etc, relating to historic narrow boats and their histories. This paper collection (the "legacy register") is difficult to access and has largely outgrown its original purpose. The archive is now developing into a collection of electronic spreadsheets/tables, photographs and boat histories. The ultimate aim would be to transfer this collection to a relational database.

TASKS

- 1 Maintain and develop the club's archive register of historic narrow boat information:
 - 1.1 Digitise legacy register content and arrange archival storage of original documents
 - 1.2 Maintain, and perhaps develop, list of known extant historic narrow boats
 - 1.3 Compile photographic record of historic narrow boats
 - 1.4 Continue to develop records of narrow boat histories from the club archive and various public sources (magazines, books, internet, etc)
 - 1.6 Ultimately, work towards transferring records to relational database
- 2 Respond to requests for information, principally from website enquiries and members
- 3 Check, update and provide information for boat lists on club website
- 4 Carry out original research (eg at County Record Offices) as circumstances allow
- 5 **Reports**
 - 5.1 Newsletter: write occasional short report outlining the work of the Archive
 - 5.2 Committee meetings (up to 6 per year): report on archive updates
 - 5.3 Provide historic narrow boat information to the Web Content Editor
- 6 **Documentation**
 - 6.1 Maintain library of relevant Acts of Parliament, etc
 - 6.2 Maintain library of Club publications (newsletters, plaques, books, etc)
 - 6.3 Maintain library of waterways magazines & books (this is mostly a personal collection which will in due course be donated to the club)
 - 6.4 Keep backup (electronic) copy of photographic collections owned by the club

SKILLS AND KNOWLEDGE

Computer literacy

- Able to use email and Microsoft Office applications

Administrative skills

- Be methodical, diligent and systematic
- Keep accurate and up-to-date records of historic boats

Personal skills

- Work constructively with Web Content Editor
- Be approachable to members and answer members' queries (by phone, post or email) with diplomacy and sensitivity