



Archivist – LEO Heritage Project: 'Swiss Rolls, Tea and the Electronic Office'

About CCH and the Project

CCH is a museum and charity with collections and learning at its heart. We opened as a museum in Cambridge in August 2013, and are currently working towards accredited museum status. The museum's core purpose is to increase understanding of developments in computing over the past 80 years by exploring their social, cultural and historical impact.

We are embarking on a new heritage project, principally funded by the Heritage Lotteries Fund (HLF). This 4-year project will 'unlock' artefacts relating to the early development of computers, particularly the Lyons Electronic Office (LEO) computers, by making them coherent, accessible and relevant for the first time to new audiences. LEO computers were the first business computers in the world, developed in the late 1940s and early 1950s by mass catering firm Lyons, famous for its high street teashops, and were based on the Cambridge EDSAC.

Our vision is for greater recognition in the public imagination for LEO's contribution to the history of computing; it is a story of which Britain should be proud but which is currently virtually unknown.

We are bringing the LEO Computers collection together at CCH and, by partnering with the LEO Computers Society (LCS), we will tell the LEO Computers story, bringing it alive with memories and knowledge, using a range of methods to interpret and make it accessible, to ensure that more people are able to engage with this hidden heritage.

Job Title	Archivist – LEO Computers Heritage Project
Term	Fixed Term until 2022
Hours	24 hours (3 days) per week, worked at CCH
Salary	£25,000 pro rata
Reports To	Project Manager - LEO Computers Heritage Project
Responsible For	LEO Computers Heritage Project archive volunteers
Overall Job Purpose	The principal role of the LEO Computers Heritage Project Archivist is to work with the existing CCH collections team in the management of the LEO Computers collection at CCH, its procedures (within the context of an accredited museum) and its services to users. A major focus of the project is digitisation of the collection and the creation of effective platforms for access and engagement with it.
Core workstreams	<ul style="list-style-type: none"> • Manage the collection according to professional standards and with reference to CCH acquisition, disposal and access policies. • Survey the collection at the start of the project, repackaging artefacts where required to appropriate standards and then produce a preservation plan for it, including identifying suitable conservation treatments where required. With the existing collections team, monitor the state of the items in the collection throughout the project. • Use the CCH bespoke cataloguing system, MODES and/or the online catalogue to record objects and make the digital collection accessible, including working with the Project Manager to create suitable metadata. • Play a key role in the delivery of the digitisation element of the project. • Facilitate and manage public access to the archival material. • Effectively manage reference and enquiry services to academics and researchers, within the scope of the museum's policies and in partnership with the LEO Computers Society. • Advise the Project Manager on progress of cataloguing, digitisation and other archival project elements.
Stakeholder Relations	<ul style="list-style-type: none"> • Contribute to motivating and developing archive volunteers in partnership with the Project Manager and existing collections team. • Contribute to an effective partnership between CCH and the LEO Computers Society. • Contribute to visitor engagement with the collection.
Working Conditions	The post will require working in stored collection areas, including the lifting and transporting of moderately heavy boxes of archive papers.
Checks	The post may be subject to an enhanced disclosure from the Disclosure & Barring Service and appropriate references.

Person Specification

Essential	Postgraduate qualification in archive administration or in a comparable professional area.
	Substantial experience of successfully managing an archive including the provision of research and enquiry service, collections development and preservation.
	Demonstrable experience of digitising collections, and developing and managing online access to such material, including a willingness to explore innovative ways of encouraging access to collections.
	Demonstrable experience of effectively managing, motivating and developing archive volunteers.
	Excellent organisational skills, with the ability to produce effective plans and strategies, work to deadlines and manage own time efficiently.
	Excellent IT skills including experience of working with database systems such as MODES (or a comparable museum, library or archive application) to manage and catalogue archival collections. Knowledge of our bespoke in-house system would be advantageous but training can be provided.
	Excellent interpersonal, communication and advocacy skills with the ability to build positive and effective working relationships with the LEO Computers Society and senior management, staff and volunteers at CCH and visitors to the museum.
	Commitment to diversity and equal opportunities.
	Commitment to CPD and training.
Desirable	Conservation knowledge of specific materials in our collection, including but not limited to: plastics, metals, working collections, electronics, and photographs.
	Knowledge of and interest in computing history, contemporary computing, and computer science.

The contract will be for 2 phases of work:

1. Development phase (Jan 2019-Dec 2019)
2. Delivery phase (Jan 2020- Aug 2022)

To ensure continuity of the role and the project, CCH will be funding the post from Oct-Dec 2019 while the Round 2 Application is under consideration by the HLF. A break clause will be included in the contract, however, whereby the contract will terminate in December 2019 if we are unsuccessful with the HLF Round 2 application.