



National
Theatre

Job Pack

Digital Preservation Assistant
Fixed Term Contract (12 months)

About the National Theatre



Our Purpose

The National Theatre's mission is to make world class theatre that's entertaining, challenging and inspiring – and to make it for everyone. It aims to reach the widest possible audience and to be as inclusive, diverse and national as possible with a broad range of productions that play in London, on tour around the UK, on Broadway and across the globe.

The National Theatre's extensive UK-wide learning and participation programme supports young people and schools through performance and writing programmes like Connections, New Views and Let's Play, while Public Acts creates ambitious new works of participatory theatre in sustained partnership with theatres and community organisations around the country.

The National Theatre extends its reach through digital programmes including NT Live, which broadcasts some of the best of British theatre to over 2,500 venues in 65 countries, and the National Theatre Collection, which makes recordings of shows available to UK schools and the global education sector.

The National Theatre invests in the future of theatre by developing talent, creating bold new work and building audiences, partnering with a range of UK theatres and theatre companies.



About the Archive Department



The role of the Archive is to preserve the intellectual and organisational integrity of National Theatre records. The archive team ensures that full and accurate records of National Theatre functions and activities are created, that they are maintained and managed for as long as they are required to support business needs, legal and other accountabilities, and that their final disposition takes place in a planned and consistent manner.

The National Theatre Archive is dedicated to making content more available to researchers and is currently experiencing an unprecedented period of expansion and development. The small Archive team provides services to both NT staff and the public through digitisation projects and the day-to-day management of digital enquiries.

The Archive is part of the National Theatre's Learning department, and is located in the National Theatre Studio.

Job Description Digital Preservation Assistant

Contract Type: Fixed term contract (12 months)

Hours: 35 hours per week. Although additional hours may be necessary in order to fulfil the post's requirements. We would be open to a discussion and requests for alternative, part-time hours and work patterns as well as a potential job share. Please do state in your application if this would be something you would like us to consider for you.

Salary: £23,000 per annum, pro rata

Location: NT Archive, NT Studio, 83-101 The Cut, London SE1 8LL

Responsible to: Assistant Archivist (Digital)



Purpose of the Role

To support the work of the Assistant Archivist (digital) and Digital Archive Assistant in the implementation of the digital preservation software solution, Preservica.

This role will provide support in preparing content for bulk ingest into the Preservica solution. This role will include data management and manipulation using Excel and basic scripting. The role will support with the creation of workflows for transferring born digital data from departments around the NT into the Archive and ultimately into Preservica. This role will also support the creation of the public facing element of Preservica as well as assisting researchers with using the new interface.

The Preservica project is integral to the preservation of our digital assets long-term, and this role will be key to ensuring efficient and accurate ingest of content into the solution as well as the establishment of workflows for digital assets entering the NT Archive in future.

Job Description Digital Preservation Assistant

Duties and Responsibilities

1. Assist the archive team in implementing the Preservica solution.
2. Data management and manipulation using Excel formulae and spreadsheets.
3. Assist the archive team with the ingest of born-digital content from a variety of departments and maintain or support in creating workflows for accessioning these.
4. Work with the CALM software where relevant for ingesting digital assets to Preservica.
5. Work with the NT Archive staff in supporting public and staff services.
6. Observe the NT Archive's preservation policy, digitisation and metadata standards.
7. As a member of the Archive and the wider Learning department, contribute to an open, collaborative and creative working culture.
8. Any other duties as reasonably required.

Person Specification

Essential

1. Experience in managing multimedia file types.
2. Advanced experience of working with Excel functions and formulae.
3. Experience of windows scripting including Powershell and basic Python scripting.
4. Good digital literacy with the ability to understand and adapt to a new digital infrastructure or platform quickly.
5. Methodical, accurate and careful approach to their work with outstanding attention to detail.
6. Motivated with the ability to work independently, show initiative and take responsibility.
7. Good communication skills with knowledge of word-processing and databases.

Desirable

1. Experience of using a digital preservation solution such as Preservica.
2. Experience of working in an archival setting.
3. Experience of creating webpages using WordPress.
4. Awareness of digital preservation requirements.
5. Good teamwork skills.

Job Description Digital Preservation Assistant

Recruitment Process

Link to apply: <https://candidate.nationaltheatre.org.uk/139635RNT>

Closing date: Wednesday 7 July 2021, 12 midday

Interview dates: First round – Wednesday 14 July
Second round – Friday 16 July

We are beginning to welcome candidates back to the building for interviews, but we understand that you may prefer to have a remote interview. If you are invited for interview, please let us know your preference.

Further queries: email recruitment@nationaltheatre.org.uk

Perks

- Complimentary staff tickets for shows and NT Talks & Events, subject to availability and policy
- Discounts in the NT's bars, cafes, restaurants and bookshop and in local businesses (from Wagamama to local childcare providers & gyms on and around the South Bank)
- Interest-free season ticket and cycle-scheme loans
- Pension schemes with Legal & General and NEST
- 28 days annual leave (including bank holidays), pro rata, increasing with length of service
- In-house Training & Development Programme including a free e-learning platform
- An Employee Assistance Programme, Mental Health First Aiders scheme and an in-house Wellbeing Programme including monthly talks and events
- Buddy scheme for New Starters
- Staff canteen and bar (at main NT site)
- Staff networks including the Ethnically Diverse network, LGBTQ+ network and Women's network
- The NT is also a member of Parents and Carers in the Performing Arts (PiPA)

We want our workforce to be representative of all sections of society and welcome applications from everyone.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the essential criteria for our vacancies.

HR Department 2021



