

## STUDIO WAYNE McGREGOR ARCHIVE ASSISTANT JOB PACK

### BACKGROUND

#### Studio Wayne McGregor

Studio Wayne McGregor is the creative engine for choreographer and director [Wayne McGregor CBE](#), and the home of his life-long enquiry into thinking through and with the body. It is a nexus of partners who explore movement, artistry, thought and partnership. With Wayne at its centre, this collaborative network encompasses dancers, writers, composers, producers, software engineers, visual artists, scientists and more.

Studio Wayne McGregor fuels the breadth of Wayne's creative work including the development and touring of signature works on his ensemble of world-class dancers, Company Wayne McGregor; a portfolio of international commissions across genres including dance, visual arts, film, theatre and opera; specialised learning and engagement programmes emboldening individuals in their own creative expression; mentoring and cultivating of other artists; and inquisitive research enterprises which look across science, technology and the arts to provoke questions about some of the extraordinary phenomena of physical thinking.

In March 2017 Studio Wayne McGregor moved into a new state of the art building housed in Here East on Queen Elizabeth Olympic Park. Part of a new technological and creative community re-imagining the cultural landscape of east London, it comprises three extraordinary studio spaces, hosting all of McGregor's creative work and collaborations, alongside artist development and creative learning programmes based on the trading of space, time and skills.

Collaboration is at the heart of all of the Studio's work, with recent partners including Roundhouse, BBC, the fashion brand Cos, Google, Wellcome Genome Campus, electronic musician Jlin, and opera festival The Grange. The Studio works with dozens of artists each year, as well as supporting more than 60 artists to create work in its studio spaces through the FreeSpace programme.

#### Archive Project

2018 marks the 25<sup>th</sup> anniversary of the founding of Studio Wayne McGregor (originally called Random Dance Company). As such, we are working on a number of archival projects to celebrate the rich history of past creative work and artistic collaboration, and looking ahead to the uses of our rich bank of materials to develop and support future projects.

We are looking for a highly motivated individual to support this stage of our archival project for a fixed term, focusing on the collating, organising and cataloguing of materials. Working closely with the Communications and Re-staging teams, tasks will include organising, cataloguing and digitising archival materials, uploading and curating archival content onto a variety of web platforms, researching past projects, works and artistic collaborators, compiling and fact checking text, and developing materials to support the re-staging of existing dance works onto other companies.

This role will suit an exceptionally methodical and organised individual with an interest in collaborative artistic practice. Experience of formal archives is not required, but the right candidate will be systematic and conscientious, with strong attention to detail as well as a flair for flexible and lateral thinking. They will have knowledge and enthusiasm for the work of Studio Wayne McGregor, and clear communication skills.

#### JOB PROFILE

- Job title:** Archive Assistant
- Dates:** Ideally, the role will begin in September and run through to November or December. The exact start and end date can be flexible to fit the right candidate.
- Hours:** Full time for 12 weeks.  
Normal working hours are 10am – 6pm Monday – Friday including 1 hour unpaid for lunch. Some flexible working hours may be required outside of these times, for instance for attendance at meetings and events.  
  
Applications for other working arrangements, such as part time over a longer time period, may be considered.
- Based at:** Studio Wayne McGregor, Broadcast Centre, Here East, Queen Elizabeth Olympic Park, London E15 2GW
- Remuneration:** London Living Wage - £10.20 per hour.
- To apply:** Send a current CV (including details of 2 referees) and covering letter (no more than 2 pages A4) outlining how your skills and experience match the person specification. Please also complete an Equal Opportunities Monitoring Form.  
  
Send to: [recruitment@waynemcgregor.com](mailto:recruitment@waynemcgregor.com) with **Archive Assistant** in the subject line.
- Closing date:** Wednesday 22 August at 12 noon.
- Interviews:** Interviews will take place on Monday 3 September.

*Studio Wayne McGregor is an equal opportunities employer.*

## JOB DESCRIPTION

**Main objectives:** To support the Communications and Re-Staging teams in the organization, cataloguing and creation of archival materials and systems in the Studio Wayne McGregor Archive.

**Responsible to:** Director of Communications & Development, Communications & Content Manager

**Key Duties:**

- Assisting with the collection of archival materials.
- Organising and cataloguing digital archival materials including images, video, documents and music files.
- Preparing and uploading content to website content management systems, including preparing and converting files, tagging, and logging content uploads.
- Organising and cataloguing physical archival materials inside the Archive Room at Studio Wayne McGregor.
- Assisting with the collection of permissions and licences of materials with external companies and collaborators.
- Some writing of copy including descriptions of materials and works, for archive databases and online public-facing platforms.
- Assisting with projects and events connected to the organisation's 25<sup>th</sup> anniversary celebrations.

**Studio Wayne McGregor anticipates that all team members:**

- Act as an ambassador for Studio Wayne McGregor by sharing the enthusiasm and passion it represents
- Take a professional pride in how they and Studio Wayne McGregor present themselves
- Be warm, welcoming and approachable
- Look for ways to improve and activity feedback constructive ideas
- Support colleagues at all times and be prepared to take on any other reasonable duty, as required to ensure the studio always performs at its best
- Pre-empt what staff, visiting artists and renters need and provide an informed and tailored level of information and support, always aiming to exceed expectations
- Look to find a solution to a problem and focus on the best outcome for studio staff and visitors
- Uphold and champion Studio Wayne McGregor's Equal Opportunities, Access and Diversity, Data Protection and Environmental Sustainability policies

## PERSON SPECIFICATION

## Essential:

- Exceptionally organised and methodical.
- Strong attention to detail.
- Good research skills.
- Good IT skills.
- Excellent communication skills including spoken and written English.
- Ability to be self-motivated and take own initiative, and also to work as part of a team.
- Interest and enthusiasm for the work of Studio Wayne McGregor.

## Desirable:

- Experience working with archives, archival materials or catalogues.
- Experience working with website CMS or online databases.
- Knowledge or experience of working with digital files (e.g. music, film, images) including converting file formats.
- Experience working in arts organisations or on arts projects.

## REVIEW ARRANGEMENTS

This is a fixed term post for for 12 weeks, with a notice period required by either party of 1 week.