



ROSEMARY WAYNE

ARCHIVIST

Job Profile, Jan 25



ARCHIVIST

Who we are looking for

Studio Wayne McGregor is looking for a brilliant and motivated Archivist, to manage and oversee our dynamic archive with over 30 years’ worth of materials. The post will join at an exciting time to support our first major exhibition, Wayne McGregor: INFINITE BODIES, which will take place at Somerset House. The right candidate will make a significant contribution to the Studio’s history and current activity, raising the profile of McGregor’s work as well as acquiring and disseminating materials to appropriate stakeholders internally and externally.

About us

We are creative, curious and ambitious with equality, sharing, diversity, generosity and collaboration at our centre. We aspire to be a place where a diverse mix of talented people want to come and do their best work. We strive to build an inclusive culture that encourages, supports, and celebrates the individual voices of our team and reflects the communities we work with. We welcome applicants from underrepresented groups - if this is a transition to a more senior role, we will support you.

Job Title:	Archivist
Main Objectives:	Manage and develop both the digital and physical collections of the Studio Wayne McGregor archive
Responsible to:	Director of Licensing and Legacy
Key working relationships:	Artistic Director, Director of Licensing and Legacy, Licensing and Projects Manager and Touring and Projects Manager

KEY RESPONSIBILITIES

- Manage the arrangement of pre-existing materials in the digital and physical collections.
- Oversee the appraisal of acquisitions to the digital and physical collections to ensure they meet collection policy requirements.
- To catalogue the digital and physical collections of the archive.
- Update, contemporise and maintain the data storage system which houses the digital archive.
- Liaise with departments in Studio Wayne McGregor and external individuals and companies to actively negotiate the transfer of relevant materials from historical and present activity into the archive.
- Assess archival material in the digital and physical collection to ensure assets are appropriately stored and preserved, and identify which need repair or conservation.
- Manage ongoing collection digitisation projects, including the digitisation and cataloguing of Wayne McGregor’s choreographic and production collections, and identify further key items and collections in the archive for digitisation.
- Develop expert knowledge of the archive to understand how to evolve and manage the collections, and how the archive can best support the organisation
- To raise awareness of and promote materials in the archive and their utility to the organisation and its activities, including using the archive as a learning tool for engagement and other projects.
- To develop and maintain documentation associated with the history and activity of Studio Wayne McGregor.





- Supervise and support assistants working on projects with the digital and physical collections.
- Support work and projects undertaken by Studio Wayne McGregor and in collaboration with external companies, particularly liaising with the Licensing and Legacy, and Company departments at Studio Wayne McGregor to provide content assisting with the staging and marketing of a work or project.
- Undertake research to assist with and answer queries from departments within Studio Wayne McGregor and external individuals and companies, supplying information and materials as appropriate.
- Manage the archive budget and invoicing according to finance procedures.
- To assist with grant applications to support the development of, and projects related to the archive.

PERSONAL SPECIFICATION

Essential

- Demonstrable experience of working in an archive or with archive collections, including experience of appraising and acquiring materials and arrangement of collections.
- Knowledge of archival management principles and best practice.
- Knowledge of digital preservation principles and best practice.
- Knowledge of archive cataloguing standards.
- Knowledge of good practice in information governance for archival material, including intellectual property rights and copyright.
- Experience of handling and working with a diverse range of physical and digital-born assets, and processing and converting a variety of digital file formats, particularly audio-visual formats.
- Demonstrable commitment to facilitating discovery and access to archive materials
- Excellent organisational skills and an ability to efficiently balance a variety of tasks, prioritise workload and meet deadlines in a fast-paced environment.
- Able to demonstrate meticulous attention to detail and high levels of accuracy.
- Excellent written and verbal communication, and interpersonal skills.
- Ability to be self-motivated and work independently.
- Evidence of strong team working skills and ability to work collaboratively with a variety of different individuals both internal and external to the organisation.
- Excellent research skills.
- Proficient IT skills and familiarity with Microsoft applications and cloud-based softwares such as DropBox and data storage systems.

Desirable

- Experience working in a dance or arts organisations.
- Knowledge of and interest in applying new developments in digital technologies to the archive.
- A commitment to learning and developing new skills, and undertaking professional development training and opportunities where appropriate.
- Knowledge of good manual handling practices and ability to regularly climb stairs and safely lift and carry heavy items.
- Knowledge of and interest in the work and projects run by Studio Wayne McGregor.





TERMS

Hours: 2-3 days per week with a one-hour paid lunch break across Monday to Friday

Office Base

Studio Wayne McGregor
Broadcast Centre, Here East
10 East Bay Lane
Queen Elizabeth Olympic Park
London, E15 2GW

Salary: £27,000—£30,000 per annum pro rata, dependant on experience.

Holidays: 25 days plus bank holidays, pro rata per annum. Holiday increases with length of service after the first year, for one day up to five years.

Benefits

- Flexible working and a company culture that promotes good work/life balance
- Additional leave for length of service
- Training budget for every member of staff
- Access to stage rehearsals of Company Wayne McGregor works
- Access to events hosted by Here East
- Additional time off around Christmas
- Staff networks including Environmental and Inclusion Working Groups
- Staff social events
- SWM offers a designated stakeholder pension scheme at 3%

Elements of the post may change and develop, though the general character of the job and level of duties and responsibilities will remain. This information will be periodically reviewed, revised, and updated in consultation with the post holder to reflect appropriate changes.

HOW TO APPLY

Closing date: **10am Wednesday 26th February 2025**

Complete the application form on our website: <https://waynemcgregor.com/about/auditions-jobs>

We want you to complete your application in a way that is comfortable for you. If you would like to complete your application via audio or video, answering the questions in the application form, please email this to fdee5af0.waynemcgregor.com@uk.teams.ms

Interviews: In person at the Studio and via Teams where appropriate. Travel from outside of London will be reimbursed.





STUDIO WAYNE MCGREGOR

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor CBE, and the home of his life-long choreographic enquiry into thinking through and with the body. It describes the dynamic team of individuals and resources that support his vision, and comprises dance artists, writers, composers, filmmakers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

Our inspiring arts space, based at Here East in the Queen Elizabeth Park, is part of a new technological and creative community re-imagining the cultural landscape of east London. It comprises of three extraordinary studio spaces and hosts all of McGregor's creative work and collaborations, as well as artist development and creative learning programmes.

The people that comprise Studio Wayne McGregor are creative, curious and ambitious, with collaboration, inclusion, diversity, sharing and generosity at our centre. We aspire to be a place where diverse and talented people want to come and do their best work, and we strive to build an inclusive culture that celebrates the individual voices of our team and reflects the communities we work with.

VALUES

We value **people**: as colleagues, collaborators, creatives and individuals.

We value **diversity**: in our teams, in our communities, in our artistic collaborations and in our creative vision.

We value **dynamism**: in our approach and in the pursuit of our creative ambition.

We value **change**: in the way in which we learn and grow, and the way in which we catalyse and build.

We value **innovation**: in our artistic vision, in our creative work, and in our working practices.

