Jacksons Lane

Application Pack

Project Archivist

Working for Jacksons Lane

Working for Jacksons Lane is vibrant and exciting, as an organisation our work stretches across the borough of Haringey, the UK and internationally. Our building hosts a wide range of different activities throughout the year.

As a small team, we strive to create excellent customer experiences in all aspects of our work, whether that be with our artists, our audiences, participants in our creative engagement programme, or users of our studio spaces and facilities.

Our team is a made up of a group of highly passionate and enthusiastic people, focused on making a real difference to those individuals that we work with. By recognising the strengths and unique qualities of each member of the team, we work with a generosity of spirit and a respect for each other, acknowledging that we are ultimately working towards the same goals and that it is only through a unified approach that we are able to achieve this.

Artistic

Jacksons Lane is the leading presenter, supporter and producer of contemporary circus in the UK. We nurture artists through artist residencies, mentoring and advice, and by providing theatre space for previews, rehearsals and scratch performances, in addition to premium studio space to devise and rehearse new work. Our recently upgraded 170 seat auditorium hosts a variety of events throughout the year including our own Transmission festival. We also showcase our other core artistic strand of physical and non-verbal theatre alongside our programme of family performances.

We have strong networks throughout the industry, both nationally and internationally, and we represent Jacksons Lane and the UK circus scene at a variety of industry events across the world. We are passionate about providing a platform at Jacksons Lane to showcase international work, and currently around 40% of our visiting artists come from outside the UK, representing 60 countries including ones as far as Australia and Canada.

As an Arts Council England National Portfolio Organisation we also produce and coproduce our own work, which we tour both in the UK and abroad in order to bring British work to an international audience.

Creative Engagement

With its roots as a community center, Jacksons Lane remains an essential hub for arts and community work in north London. With over 65,000 visitors to our venue each year we work hard to overcome traditional barriers to the arts by collaborating with our community partners and funders to make the arts more accessible. We focus on using the arts to increase confidence, reduce isolation and improve overall wellbeing.

Our comprehensive Creative Engagement programme works directly with over 1,000 people across all ages each year and provides creative and wellbeing activities to older people in supported housing schemes, theatre projects that focus on women’s safety and a range of activities for young people including JL Circus, a series of workshops and classes teaching circus skills to young people.

Feeling Good is Jacksons Lane's project to help reduce social isolation as a result of the COVID-19 pandemic. We connect isolated and vulnerable people with social activities and creative sessions to help them reconnect with their community, gain confidence and make friends.

Since it began 49 years ago, Jacksons Lane has also run an event on Christmas Day, each year inviting socially-isolated older adults to our building and providing them with food, gifts and entertainment. In 2023 we were able to reach out to over 320 older adults across our area through both the in person event and a delivery service of food and gifts while still providing the all important social contact and friendly conversation.

Studio Hires and Private Events

At Jacksons Lane we have seven different spaces available to hire including our theatre, five multipurpose studio spaces and a private meeting room. The spaces are hired for a variety of purposes including classes and workshops, rehearsals, performances, and private functions and events.

Studio One (below) is our largest space and is one of the largest rehearsal/event spaces in north London. In this space we host a variety of bookings throughout the year including weddings, children’s parties and bar-mitzvah celebrations, corporate away days and networking events as well as rehearsals for large productions.

Our class and course programme is made up of a collection of people who hire our studios at the same time each week. The activities range from children’s acting and drama classes to fitness and yoga for adults. Our regular hirers also include a therapy group, a photography group and we even have a lightsaber fighting group!

Studio hires and events are not only one of the biggest contributors to our core income, but also help us to generate and expand our audiences and visitor reach with many class attendees and tutors also watching performances and becoming involved in other aspects of our work.

Job Description

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| **Reports to:** | Head of Creative Engagement |
| **Responsible for:** | Project partners |
| **Hours of work:** | Our core working hours are 10am-4pm. We have a TOIL system in place |
| **Contract:** | 60 days split across 2024 and 2025. We anticipate 40 days required before 31 March 2024 and 20 days after 1 April 2024 |
| **Contract period:** | Fixed Term Freelance |
| **Salary:** | £200 per day |
| **Place of work:** | Jacksons Lane, Highgate, North London. N6 5AA |

Main Objectives of the Post

The Project Archivist is an exciting opportunity to transform public access to Jacksons Lane’s archives and heritage. The role will lead in the development and safeguarding of the Jacksons Lane archive, from 1975 to today, as part of our 50th year anniversary celebrations.

Jacksons Lane is housed in the beautiful Highgate Wesleyan Methodist Church which originally opened in 1905. Architect W.H. Boney of Highgate designed the original church in an early Gothic style. We have recently undergone a £4.6million capital refurbishment in order to restore and reinvigorate this much-loved building.

The archive consists of uncatalogued documents across several sites, including: libraries, museums and items held personally by our founders, relating to the founding and development of the organisation from its origins as a community centre into the dynamic and thriving arts centre it is today. The archive consists of the original planning documents, marketing materials, committee papers, annual reports, correspondence, photographs, and materials relating to the many communities who have been a part of Jacksons Lane’s history. We are looking for an archivist to sort, catalogue and support managing the particle digitisation of our collection, collaborating with our archive partners: Bruce Castle Museum.

This work will form the backbone of an exciting programme of events, co-created projects, and exhibitions which will bring to life the Jacksons Lane story onsite and across the borough of Haringey. This role will collaborate with the broader engagement team to support in the development of a public memory collection project, open heritage days, and engagement workshops. Outcomes will be developed which use the oral histories and animate the history of our site through stories.

Outline of Responsibilities

* Sorting, cataloguing, and rehousing the archive, leading basic conservation and preservation work when needed.
* Advising and supporting in developing and maintaining ‘best practice’ standards in archival care.
* Leading ‘re-boxing’ and preparation of material for restorage, including some digitisation.
* To carry out research for heritage exhibitions, talks and participatory events.
* To develop a basic ‘collections policy’ outlining future collecting and simple archiving procedures for organisational maintenance.
* To comply with all legislation including GDPR and IP for this project – liaising with external partners including Bruce Castle Museum if needed.
* To support in recording 12-15 new oral histories, working with the Oral Histories Project Producer.
* To support the Heritage Engagement Producer and Heritage Engagement Assistant in leading a public memory collection project and contributing to the broader engagement programmes with older adults and young people, including the creation of a new building activity pack and resource.
* To support in developing and delivering heritage open days and workshops – public heritage events aimed at engaging the community in our archives and heritage.
* Support in some public participation events with older adults and young people
* To support in evaluation of the project.

*General Responsibilities*

*Attend staff meetings and training sessions when required*

*Act as a representative of Jacksons Lane at all time.*

*Act at all times in accordance with Jacksons Lane’s Health & Safety, Safeguarding, Equal Opportunities & Diversity policies in addition to all other staff policies*

*To always represent Jacksons Lane positively and act in accordance with all policies and procedures.*

*To undertake any other duties that may reasonably be expected by the Head of Creative Engagement, Joint CEO’s and Board of Trustees.*

Person Specification

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| --- | --- | --- |
| Experience | Essential | Desirable |
| Formal Qualification in Archive Management | X |  |
| Experience managing archives, including developing and implementing digital systems | X |  |
| Experience using archival cataloguing software | X |  |
| Experience working with a previously uncatalogued archive collection | X |  |
| Skills | Essential | Desirable |
| Strong organisation skills to support managing a complex participation project with multiple different stakeholders | X |  |
| Excellent written and verbal communication skills | X |  |
| Knowledge | Essential | Desirable |
| Knowledge and Understanding of GDPR, copyright and data protection legislation and how to apply these practically | X |  |
| Personal Attributes | Essential | Desirable |
| Commitment to making heritage learning accessible to all by working directly with the public using an open and participation led approach. | X |  |
| Proactive attitude and ability to manage your own workload | X |  |
| Positive and open attitude to learning and skills development | X |  |

Application Details

Jacksons Lane has a strong commitment to increasing the diversity of our staff. With this in mind, all candidates who indicate that they are from an ethnically or culturally diverse background and/or are disabled, who meet the Essential Criteria of the Person Specification will be guaranteed an interview.

We are a PiPA (Parents and Carers in Performing Arts) partner. PiPA enables and empowers parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, for example through job shares or flexible working arrangements.

To apply for the role send a copy of your CV and a short covering letter or video/audio file to recruitment@jacksonslane.org.uk, please include your full name and the job title ‘Project Archivist’ in the subject line of the email.

Should you wish to submit your application in another way please get in touch to discuss this. We would also appreciate it if you could complete an Equal Opportunities form, and include this with your application so that we can continue to monitor and increase the accessibility of our recruitment process. This form is available on our website, alongside this recruitment pack.

If you wish to discuss the role before you apply, we can offer an informal 1:1 chat with a member of the team. To arrange an informal chat please email recruitment@jacksonslane.org.uk.

Application deadline 10am on Monday 22 July

Interviews Week commencing 29 July

Preferred start date September 2024

We will respond to all applicants, after the closing date regardless of the outcome. Interviews will take place at Jacksons Lane, with questions sent out in advance to allow for some preparation. Should you have any specific requirements for the interview process, please get in touch.