

# **BSA Internship Library and Archive Assistant**

## **10-Month Fixed Term Post**

### **Description of the BSA, Library, Archive and Digital Platform:**

Founded in 1886, the BSA is a UK-registered charity and is one of nine British International Research Institutes that receive annual funding from the British Academy. The BSA exists to promote research of international excellence in all disciplines pertaining to Greek lands, from fine art to archaeometry and in all periods to modern times.

A key resource in meeting this goal is the BSA's internationally renowned library. This is an open-shelf reference collection, spread over several levels, to which Members have 24-hour access and a larger group of Readers access during working hours. A standardised on-line catalogue gives access to the physical collection of 75,000 volumes and 1,300 periodical titles together with a growing quantity of digital materials.

The BSA's Archive collections contain records of the BSA's field projects going back to 1886; material from the Byzantine Research Fund, c. 1888-1936 (c. 6,500 unique plans, drawings and photographs of Byzantine architecture - some of buildings now destroyed); Personal Papers of British archaeologists such as John Pendlebury and Winifred Lamb; in Modern Greek Studies it holds the George Finlay papers, including journals from the Greek War of Independence; travel notebooks (Craven,); Noel-Baker family papers; ethnographic records and a large collection of glass negatives. An increasing number of items is available digitally on the BSA Digital Collections platform: <https://digital.bsa.ac.uk>.

The BSA is following a progressive agenda to standardise and integrate its administrative, research and outreach data into a central database using Axiell Software's EMu system. This platform is currently used for the curation of the BSA's archival, museum and laboratory collections, and is in the process of being extended to cover documentation of research and administrative activities past and present. Some key collections have been digitised and made available through the Digital Collections page on our website: <https://digital.bsa.ac.uk/>.

### **Summary of Position:**

We are seeking an organised and highly-motivated graduate to provide support for library and archive services. This position is full time, working 0.5 FTE with the Senior Librarian to assist in the smooth running of the library, and 0.5 FTE with the Archivist to inventory and process archive collections.

The annual gross salary for this position is € 14,800 pro rata.

### **Duties and Responsibilities:**

- To contribute to the smooth running of the library, including providing reader services, handling enquiries, preparing material for shelves and shelving.
- To assist with classifying new books, and adding relevant data to the catalogue database.
- To assist in a variety of archive tasks including inventorying and cataloguing collections to ISAD (G) standards; rehousing and in-house conservation of archival materials; organizing items for digitization or scanning in-house where appropriate.
- To migrate and curate digital catalogue information the Collection Management Software, EMu (Electronic Museum Management System-Axiell ALM).
- To contribute towards the promotion of BSA collections, helping to produce blogposts and exhibitions drawing on BSA material.

### **Person specification:**

The successful candidate will have graduated from a UK HEI with at least an undergraduate degree in a subject concerned with the mission statement of the BSA. Candidates should be fluent in English and able to or willing to learn how to transcribe Greek and other languages of scholarship. They will be highly motivated and enthusiastic with excellent interpersonal and organisational skills, the ability to work independently and in teams, and they will have an interest in the scholarly work conducted and facilitated by the BSA. They will also be able to demonstrate how taking up this position is part of a longer-term career plan. Previous digitisation experience is desirable but not essential'

### **Conditions of employment:**

- Successful candidate will be expected to live and work in Athens.
- Residence and work permit, where necessary.
- Line Managers: Senior Librarian and Archivist.

### **Application:**

Applicants should supply the following in pdf format:

- A covering letter (of no more than two pages), giving the applicant's contact details, outlining the reasons for applying, giving details of supporting enclosures, and summarising the applicant's principal qualifications for the job;
- A curriculum vitae, giving details of past employment, academic and other qualifications, and other relevant experience;
- The name, address, telephone numbers and email address of one referee.

Applications should be forwarded by e-mail to the **BSA Assistant Director at [assistant.director@bsa.ac.uk](mailto:assistant.director@bsa.ac.uk)** with the title 'Library-Archive Internship'.

The closing date for applications is **Friday 1 November 2024**. Shortlisted candidates will be interviewed by teleconferencing **within November**.

### **Further details about the British School at Athens:**

An educational charity founded in 1886, the British School at Athens (BSA) is the UK's research hub in the humanities and social sciences in Greece and its wider Balkan, European, Mediterranean and Levantine contexts. It conducts, facilitates and promotes research of international excellence in all periods – from the Palaeolithic to the present – and across all humanities and social science disciplines, as well as offering targeted courses to develop the next generation of researchers and academics in those fields. Greece's centrality in the history of the western tradition, combined with its key position in post-Ottoman southern Europe and on the front line of the current refugee crisis, make it an unusually rich location for research.

The BSA forms part of the British Academy's network of British International Research Institutes (BIRI) which sustains and supports British research overseas: <https://www.thebritishacademy.ac.uk/international/research-institutes/>. In Athens we support research in Greece and neighbouring countries as well as collaborations with local institutions. Our 138-year history brings a strong reputation, an unparalleled regional network, an accumulation of library and material resources, and a body of expertise that benefit both UK-based researchers and those who engage with us as research partners. Typically, over 600 researchers and almost 1,000 students used our facilities and the BSA collaborated with 20 UK institutions and 60 institutions in Greece.

The BSA's goals are achieved through:

- an academic programme of seminars, lectures, and conferences;
- its internationally renowned library;
- the work of the Fitch Laboratory in science-based archaeological research across the Mediterranean;
- supporting the work of individual researchers from the UK and elsewhere, including applications for study and fieldwork permits; advice on the development of research programmes; accommodation and facilities in Athens and Knossos; and provision of online services;
- making research carried out at the BSA or with its assistance known through the publication of its journals and monograph series;
- promoting the use of its archival, laboratory, and museum collections by the scholarly community worldwide;

- providing funding (including studentships and visiting fellowships) for research in Greece, and to enable Greek researchers to visit the UK;
- providing internships and training courses for undergraduates, postgraduates, and schoolteachers.

The BSA's biannual Newsletters (June and December since 2017), the Strategic Plan for Research 2021-2025 and the BSA Strategic Plan 2024-2030 are posted on [www.bsa.ac.uk](http://www.bsa.ac.uk).

### **Size and scope:**

The BSA is an institute for advanced research and a registered UK charity (no. 208673). It maintains a hostel, world class library, archive, laboratory for archaeological science and offices in Athens; a smaller hostel, library and museum for study purposes in Knossos; and an office in London. It has five full-time academic staff (including the Knossos Curator), two research fellows, three full-time and two part-time administrative/secretarial staff, three full-time library/archival staff; and five full-time and two part-time domestic staff. The academic staff, the research fellows, the IT Officer, and the Archivist are all actively engaged in research, and all staff are actively encouraged to undertake professional development. In addition, the BSA is supported by research-active non-executive staff in the UK – in particular the Chair of Council (Prof. Sir Roderick Beaton), Vice-Chair of Council (Prof. Robin Osborne) and the Deputy Honorary Treasurer (Huw Smith). Its turnover for the financial year 2023-24 was approximately £1.7m. It offers two full-year research fellowships ('studentships') and several smaller bursaries for scholars every year. The BSA has over 400 supporters and over 220 members, i.e. scholars or scientists who use its facilities for study purposes every year. In addition, around 1,000 researchers, who are not members, are given rights to use the library each year.

### **Staffing:**

The BSA has the following research staff, details of whose research interests and publications are available on the BSA's website ([www.bsa.ac.uk](http://www.bsa.ac.uk)):

Full-time academic staff: Professor Rebecca Sweetman, Director; Dr Evangelia Kiriatzis, Director of the Fitch Laboratory; Dr Giorgos Mouratidis Assistant Director; Dr Noémi Müller, Scientific Research Officer; Dr Kostis Christakis, Knossos Curator.

Full-time research fellows: the current A.G. Leventis Fellow in Hellenic Studies, Dr Rachel Phillips; the Williams Fellow in Ceramic Petrology, Dr Sergios Menelaou. Research-active staff with other primary responsibilities: Ms Amalia Kakissis, Archivist.

### **Infrastructure and Facilities:**

The BSA's principal research infrastructure consists of its Library, its Museum, the Fitch Laboratory and its facilities at Knossos. Most staff are based in Athens, but a London office is

maintained in the British Academy (10 Carlton House Terrace, SW1Y 5AH), staffed by a full-time Development and Administrative Officer and a Development Executive on contract.

The Library in Athens contains over 80,000 volumes, 1,300 periodical titles and 1,500 maps, and has space for 50 readers. Its collections and desk spaces are housed on several different levels, which are served by stairs, reflecting its evolution over 120 years. It is staffed by two full-time librarians (Mrs Evi Charitoudi and Ms Evgenia Villioti) with the help of a Library/Archive intern. Members have 24-hour access. While providing a broad, research-level coverage of Greek archaeology of all periods, it specialises in the fields of Aegean prehistory, ancient art and epigraphy, and Byzantine and modern Greek studies (recently enriched with a major donation); it also houses historical collections (such as George Finlay's library) and a particularly good collection of Greek and Balkan journals. Its collections are complemented by those of the other foreign schools and institutes in Athens with whom we have reciprocal arrangements giving access to a unique collection of more than 450,000 titles on Hellenic Studies. We have particularly strong links with the neighbouring Blegen and Gennadius libraries of the American School, with whom we share a common online library catalogue (AMBROSIA, American British Online Search in Athens).

The BSA's Archive collections contain records of the BSA's field projects going back to 1886; material from the Byzantine Research Fund, c1888 (c. 6,500 unique plans, drawings and photographs of Byzantine architecture - some of buildings now destroyed); Personal Papers of British archaeologists such as John Pendlebury and Winifred Lamb; in Modern Greek Studies it holds the George Finlay papers, including journals from the Greek War of Independence; travel notebooks (Gell, Craven); ethnographic records and a large collection of glass negatives. Our Archivist is responsible for access and conservation of the collection and has secured outside funding in support of projects to conserve, catalogue and digitise selected collections. The Archive hosts an annual lecture by a visiting scholar on a relevant topic.

The Marc and Ismene Fitch Laboratory for Archaeological Science, founded in 1974, was the first of its kind in Greece. It specialises principally in the analysis of inorganic materials (mainly pottery, as well as metals, wall paintings, glass) and in geophysical prospection, specialisms which are complementary to the neighbouring Wiener Laboratory of the American School of Classical Studies in Athens. It maintains facilities for petrological analysis of pottery (facilities for thin section preparation and 3 research polarising microscopes coupled with digital photography system) and a WD-XRF spectrometer for chemical analysis. It houses comparative collections of over 10,000 archaeological samples and over 3,000 geological samples. For the needs of geophysical prospection it has a magnetometer and a resistivity meter. It also maintains reference collections of mammal and fish bones as well as of seeds with ample space for storing archaeological material, and offers annually two bursaries for graduate students or early-career postdocs and a visiting lectureship. It is staffed by its Director, a Scientific Research Officer, an administrator/analytical assistant, a research fellow, and visiting researchers or research associates linked to specific externally-funded

projects. The Fitch plays a full part in the BSA's postgraduate teaching activities, currently staging short courses on ceramic petrology and the study of ancient glass.

Knossos has been a highly productive centre of research for the British School at Athens since 1900, when Sir Arthur Evans and David Hogarth, then BSA Director, began systematic excavations there. It remains a powerhouse of research, both in the field and in the study of excavated material, under the aegis of the BSA. The Knossos Research Centre (KRC) is focused upon the Stratigraphical Museum (a study centre and finds archive for all British fieldwork at Knossos since the time of Evans, and for several other BSA projects focused elsewhere in Crete) and has a self-catering hostel (the Taverna) and library, open year-round. The Library has a good collection of books and offprints (especially about Crete), and full access to e-resources via AMBROSIA. The Library is also used by local researchers, members of the Archaeological Service, the University of Crete, and other institutions. The Taverna serves principally as a base for those studying in the Stratigraphical Museum or the Herakleion Museum. Knossos is fully integrated into the BSA's ICT network. There is a resident Curator and a small domestic staff.

The KRC hosts an annual postgraduate course on Prehistoric, Greek and Roman pottery, drawing on the collections in the Stratigraphical Museum.

In addition, the BSA's administrative and academic staff (principally the Administrator) makes use of the BSA's wide-ranging connections to help individual scholars with permit applications.

### **Dissemination and Publication of Research:**

The BSA maintains a policy of publishing the results of its own research, particularly in the fields of archaeology, epigraphy and history. The BSA's Annual (running since 1895 and published by CUP) is devoted to publishing research in all areas of the BSA's broad scope, including work carried out by its officers and other members. The BSA also compiles annually in collaboration with the Society for the Promotion of Hellenic Studies Archaeology in Greece, a collection of synthetic articles on recent archaeological fieldwork in Greece which draws on Archaeology in Greece Online, a regularly updated database of fieldwork reports produced in collaboration with the *École française d'Athènes*. Final reports on major excavation or survey projects usually appear in the BSA's Supplementary Volumes, while other collections are published in two series: BSA Studies in Greek Antiquity (CUP) and BSA Studies in Modern Greek and Byzantine Studies (Routledge).