

Request for proposals – Jerusalem Archivist Consultant: short-term research consultancy for Kenyon Institute archive and library collections

Application Deadline: Submissions via email to recruitment@cbrl.ac.uk by 12pm BST on Saturday 10th September

Interviews: 13th September

Start date: 19th October at the Kenyon Institute in East Jerusalem

Remuneration: £6,182

Timespan: Mid-October – Mid-January, with tasks and reporting associated with projects 1) Digital Archive Project and 3) Rare Books Activation Project to be completed by 31 December 2022.

Council for British Research in the Levant (CBRL) Job Posting: Project Archivist

The Council for British Research in the Levant (CBRL) advances public education on the Levant, promoting and disseminating research in the humanities, social sciences, and related subjects. Our mission is to advance knowledge and understanding of the peoples and cultures of the Levant. We have two institutes in the Levant: the Amman Institute (AI) in Jordan and the Kenyon Institute (KI) in East Jerusalem, where our libraries are located. CBRL is one of the British International Research Institutes (BIRI), a network of overseas research organisations that operate in Europe, Africa, and the Middle East.

Summary

This consultancy is based out of the CBRL Kenyon Institute in East Jerusalem to provide key functions related to three CBRL archive projects: 1) Digital Archive Project 2) Islamic Jerusalem Archive Project and 3) Rare Books Activation Project. The role will be line-managed by the CBRL Strategic Projects Director, based out of CBRL London office at the British Academy. The successful candidate will work closely with the CBRL London Project Archivist, IJAP London Project Archivist, the Amman Institute Librarian and the Rare Books Project Archivist Consultant. The Jerusalem Archives Consultant will be required to work independently, coordinate with colleagues remotely and spend approximately 2-3 days per week at the Kenyon Institute from mid-October 2022 to mid-January 2023.

Jerusalem Archivist Consultant

CBRL seeks a Jerusalem Project Archivist to assist with listing, indexing and preparing its institutional archive collections for cataloguing and digitisation. There are two main collections which will be the focus of this project. These include documentation from its predecessor organisation, the British School of Archaeology in Jerusalem (BSAJ). The second collection relates to a key architectural survey of Jerusalem—a decades-long ground-breaking endeavour that resulted in the 'Jerusalem Trilogy': a seminal reference work on Jerusalem's Ayyubid, Mamluk and Ottoman buildings and monuments, cataloguing the city's architectural history from the 12th to the 20th century. The results will be shared on our upcoming CBRL Digital Archive site, which will be open-access and interoperable with other

archives, working with Linked Open Data standards. The final aspect of this role will be to assist with digitisation of select rare books from the Kenyon Institute Library in cooperation with a UK-based archivist consultant.

The Project Archivist will be responsible for the following tasks, under the auspices of three major archival and library projects at CBRL:

1) Digital Archive Project

- Preparing summaries of the Kenyon Institute collections in English and Arabic, for publication via CBRL's website,
- Reviewing and refining the existing box list to reflect the material at series level, and planning the listing of materials at item level
- Contributing to a bi-lingual blog (English and Arabic) on the CBRL digital archive project and Islamic Jerusalem project
- Take regular humidity readings using Hygrometer in archive and library spaces

2) Islamic Jerusalem Archive Project, supported by Altajir Trust

- Sourcing and purchasing digitisation equipment and archival-quality storage materials, (see list below)
- Arranging delivery, installation/set up and testing of equipment at the Kenyon Institute digitisation studio
- Rehousing archive documentation within archival-quality storage boxes
- Preparing collection-level summaries of archival material relating to the BSAJ surveys and the 'Islamic Jerusalem Trilogy' in English and Arabic for publication via CBRL's website,
- Carrying out digitisation of key archival materials according to international standards appropriate for the medium (e.g., print photographs, section, elevation and plan drawings, documents)
- Selecting illustrative digitised materials for promotion purposes
- Contributing to the adoption of appropriate metadata schema for the description of archival material relating to Islamic architecture, with reference to international standards (e.g., Dublin Core, ISAD(G))
- Contributing visual and textual content (EN/AR) to a StoryMaps ArcGIS online exhibit promoting the Islamic Jerusalem project
- Assisting in the running of a hybrid event with an international speaker, launching the digitisation of the *Mamluk Jerusalem* volume
- Assisting with communications with external vendor regarding the digitisation of the *Mamluk Jerusalem* volume
- Liaising with the London Project Archivist, keeping informed with project updates
- Liaising with the Amman Institute archives team, and external stakeholders in the BSAJ surveys of buildings and monuments of Islamic Jerusalem, where relevant

Sample equipment list:

EPSON Perfection V850 Pro Film and Print photograph/A4 document scanner
DSLR Camera for oversize materials
Silverfast Scanner Software Version SE Plus 9
Auto IT8 calibration chart for negatives/film plus reflective colour chart for photos & documents
Screen calibration monitoring device e.g., SpyderX Pro plus shipping costs
Camera studio set up: white/black backing board, lighting
Overhead tripod for DSLR Camera shots
Hygrometer (humidity and temperature monitor)
Archival-quality document boxes/cases
Archival storage boxes
Archival quality tissue paper (acid free)
Print Photograph and negative preserver sheets

3) Rare Books Activation Project

- Assist Rare Books Archivist Consultant with sourcing, delivery and installation of a professional-grade rare books scanner
- Operate a professional-grade rare books scanner with in-person guidance from Rare Books Archivist Consultant during visit to KI
- Digitise volumes selected by the Rare Books Archivist Consultant to international standards, taking into account requirements for ebooks
- Assist with preparing recommendations for the display of rare books at the KI

PERSON SPECIFICATION

Essential

- Previous experience in an archival role, and preferably in an academic environment
- Ability to work across a variety of analogue and born-digital material, as well as visual, textual, and audio-visual materials
- Familiarity with appropriate methods for digitising of a variety of formats: photographs, documents, maps, drawings etc., adhering to standards, (e.g., specific resolution, and postprocessing procedures)
- Ability to work flexibly with an international team in three different core locations: London, East Jerusalem, and Amman
- Excellent organisational skills and the ability to prioritise and manage a range of tasks at the same time
- Ability to work independently, take initiative and meet established targets

Desirable:

- Experience managing file systems on Sharepoint
- Qualification in Archives and Records Management/ Library and Information Management, or equivalent experience
- Experience handling/digitising rare books

Contractors

Individuals and companies contracted to CBRL are required to keep secure all CBRL records that they receive or create. If they have access to CBRL record-keeping repositories such as SharePoint or other systems, they must create and manage records in line with CBRL records and archives procedures. At the end of the contract, they must transfer any records relating to their work for CBRL to the staff contact.