

HERITAGE PROJECT 2021/22

Reunited: Understanding the context and legacy of the work of first generation South Asian artists.

Freelance Consultant brief

Archivist

Fee: £7,000 (35 days @ £200 a day) *(To include 15 days of supporting and working alongside volunteer trainees)*

Dates: Between September 2021-February 2022, to be agreed

Location: Birmingham Museum & Art Gallery, including remote working as and when necessary.

Introduction to organization

SADAA (South Asian Diaspora Arts Archive) was founded in 1999 by a group of academics, experts and practitioners of South Asian literature and arts in response to a widespread and growing concern that the contribution of South Asian community to literature and arts in Britain was disappearing and becoming inaccessible primarily due to a lack of resources.

Aims of SADAA:

- To highlight the creative achievements and developments of first generation South Asian Diaspora writers, artists, and performers in Britain.
- To improve access to such resources for all interested users
- To preserve materials in danger of deterioration and of being lost

The organisation is run by volunteer trustees and supported by freelance paid staff on a project-by-project basis.

Background to project

This project, funded by the National Lottery Heritage Fund will capture vital perspectives and testimonies that contextualise the development and recognition of the work represented in our archive, now at risk of being lost. It will engage Birmingham's South Asian communities with SADAA with a programme of events and training opportunities to acquire accredited heritage skills.

Key responsibilities:

- To be responsible for and carry out the storage, cataloguing and digitisation of relevant items held in SADAA's Collections in accordance with relevant standards and procedures.

- To provide professional support to the Project Manager and SADAA Trustees in the selection, acquisition, and processing of new items (including donations) for the Collection including their digitisation.
- To assist with activities relating to the promotion of the Reunited project including hosting open workshops
- To provide on-the job archival training in accordance with OCN accreditation
- To supervise and manage volunteers and work placements.
- To support the maintenance and updating of collections on our website <https://sadaa.co.uk>

The successful candidate will have:

Knowledge and Experience

- Demonstrable knowledge of and/or an informed interest in the development of South Asian arts in the UK.
- Demonstrable knowledge of archive cataloguing and digitisation of photographic and documentation materials
- An analytical approach, attention to detail and ability to maintain a consistent and high standard of work.
- An ability to train and supervise volunteer learners on development of basic archival and digitisation skills.
- Excellent communication and written skills, with appropriate IT skills.
- Ability to work both independently and as part of a team.
- Ability to be able to speak and read one or more South Asian languages is an advantage but it is not essential.

Application Process:

Please send a CV with a supporting letter to admin@sadaa.co.uk

Closing date for applications is 5pm on Friday, 30 July 2021.