

RIVERSIDESTUDIOS

JOB DESCRIPTION

Position: Archivist

Responsible to: Projects Manager

Hours of work: Full-time, Fixed-term 3-year contract

Applications to: careers@riversidestudios.co.uk
Closing Date is Monday 8 July 2019

Riverside Studios Redevelopment Project

Originally an industrial building during the late Victorian era, Riverside Studios became a film studio in the 1930s, then a BBC Television facility in the 1950s before opening as an arts centre in 1976. In September 2014 Riverside closed for redevelopment.

In 2019 Riverside Studios will resume its celebrated programme of mixed arts in a wonderful new venue on its original site. The new building is a 90,000 sq. ft. facility with 3 flexible performance spaces (small, medium and large), a 200-seat cinema, 50-seat screening room, archive facilities, community and rehearsal spaces and a choice of restaurants and bars with breath-taking views of the historic Hammersmith Bridge. With the Thames Path opened in front of the building, Riverside Studios makes for an attractive and exciting new destination in West London.

Riverside's state-of-the-art infrastructure will enable the capture of live events, while the expertise and imagination of our staff and collaborators will take digital projects to new audiences. Our future will mix the best of our past in film, theatre, comedy, dance and television with the latest technology to provide even greater opportunities and inspiration for artists and audiences alike.

Riverside Studios has a full-time staff of 13, which will continue to expand as we near our reopening.

The Riverside Studios Story

In 1933, Triumph Film Company acquired a former engineering works and foundry specialising in the manufacture of water pumps, and created two large sound stages from a jumble of workshops. The first film made at Riverside Studios was *The Double Event* and over the years it earned a name for itself producing a number of successful 'quota quickies'. After Triumph's demise in 1935, filmmaking continued until 1954 under a succession of proprietors – Julius Hagen (1935–37), Jack Buchanan (1937–48) and Alliance Films (1948–54) – and films made during this period include *The Seventh Veil* (1945) starring James Mason, *The Happiest Days of Your Life* (1950) starring Margaret Rutherford and *Father Brown* (1954) starring Alec Guinness.

The BBC bought the site in 1954 and converted it into the country's first purpose-built television facility. Queen Elizabeth, The Queen Mother officially opened the BBC Riverside Television Studios in 1957. Some of the most famous programmes made at Riverside include *Hancock's Half Hour* (1957–60), *Quatermass and the Pit* (1958–59), *Doctor Who* (1964–68) and the children's programmes *Blue Peter* and *Play School*. The facility was in continuous use until the early 1970s, with the rooftop camera position also providing one of the best vantage points for the annual University Boat Race.

In 1975, after the BBC moved out, a charitable trust formed by Hammersmith and Fulham Council took control of the building. Soon afterwards, two large multi-purpose spaces were shaped by architect Michael Reardon from the two main sound stages, to be used for a mixed programme of live theatre, music, dance and film.

In 1976, Peter Gill was appointed Riverside's first Artistic Director and soon established the Studios as a leading London arts venue with acclaimed productions of *The Cherry Orchard* starring Judy Parfitt, Julie Covington and Michael Elphick (1978), *The Changeling* starring Brian Cox (1979) and *Measure for Measure* (1979) starring Helen Mirren.

In the late 1970s Riverside invited the fledgling Black Theatre Co-Operative to make the building their home and hosted the first Dance Umbrella seasons. On two occasions during the early 1980s, Samuel Beckett rehearsed productions at Riverside, later describing the venue as 'a haven'. Riverside also welcomed a huge variety of international productions including notably the work of Polish theatre maestro Tadeusz Kantor and a series of legendary theatre workshops with the Italian playwright Dario Fo. An influential gallery also flourished, staging exhibitions by such luminaries as David Hockney, Howard Hodgkin and Antony Gormley.

Throughout the 1990s Riverside Studios continued its popular programme of theatre, film, opera, dance and music with notable productions including *Hamlet* starring Alan Rickman, Robert Lepage's *The Seven Streams of the River Ota*, *The Master Builder* starring Brian Cox and *Anthony and Cleopatra* starring Vanessa Redgrave. Television production also returned to Riverside, with Studio 1 hosting such long-running shows as *TFI Friday* and *CD:UK*

and, in more recent years, *The Apprentice: You're Fired!*, *Celebrity Juice*, *Russell Howard's Good News* and *The Last Leg*.

The 2000s saw theatre companies such as Complicite and The Wooster Group bring their groundbreaking work to Riverside, while other notable theatre productions included *Scaramouche Jones* starring Pete Postlethwaite, *The Exonerated* starring Stockard Channing and Danny Glover, the smash-hit musical *Salad Days*, *A Round-Heeled Woman* starring Sharon Gless and *Mies Julie* by Yael Farber. In 2003, David Bowie performed a 22-song set in Studio 1 while Amy Winehouse broadcast from the same stage live to the Grammy's in 2008.

The original building closed in September 2014 for redevelopment and the new Riverside Studios is due to open on its original site in the summer of 2019.

The new venue houses three flexible studio spaces (Studio 1 with a seating capacity of 370, Studio 2 with a capacity of 400, and Studio 3 with a capacity of 202), a 200-seat cinema and a 50-seat screening room, as well as two restaurants, three bars and a café/bakery. Riverside's state-of-the-art infrastructure will enable the capture of live events, while the expertise and imagination of our staff and collaborators will take digital projects to new audiences. Our future will mix the best of our past in film, theatre, comedy, dance and television with the latest technology to provide even greater opportunities and inspiration for artists and audiences alike.

Position Profile

Over the past 40+ years, Riverside Studios has amassed an extensive, but as-yet-uncatalogued, archive related to its productions and operations. The collection includes theatre programmes, production and exhibition posters, scripts, production notes, press cuttings, correspondence, photographs, and audio and video cassettes. From an interview with exhibiting artist Yoko Ono and photographs of Helen Mirren in *Measure for Measure* (1979) to press coverage of our first full opening season in 1978 and decades-worth of ambitious architectural plans.

Our grant from the National Lottery Heritage Fund (NLHF) has already enabled the cleaning and re-boxing of our majority-paper collection by the National Conservation Service. The 8m2 of material, is currently housed in controlled archive storage in London. Funding has also enabled the creation of an archive store and study room within the new Riverside Studios, while flexible spaces at ground floor and basement levels also provide areas for new interpretation and activities to engage a variety of new audiences in arts and cultural heritage.

Reporting to Projects Manager Daniel Thurman, the post holder will implement and develop systems and procedures for the proper management of Riverside Studios' archive. They will work on archives with much untapped potential and will have the opportunity to set up a records management system from scratch. The role will have a strong community

engagement focus and the post holder will work closely with volunteers and the Heritage Activities Manager to deliver an exciting programme of activities to engage visitors and groups with the archive and the heritage of Riverside Studios.

Main Duties and Responsibilities

- Initiate project to catalogue and digitise Riverside's archive;
- Devise and implement a records management system for the archive and make recommendations for installation of archive collections management system;
- Develop and implement a Collections Management Policy and Plan in consultation with staff and users;
- Oversee the move of the archive from temporary storage to its new home in our purpose-built facility;
- Train and mentor volunteers to catalogue, digitise, conserve and interpret the archive, and manage their day-to-day work;
- Manage the Oral History Project, including identifying methods of cataloguing and storing digital material;
- Initiate and develop a contemporary collecting programme;
- Help to deliver the NLHF Interpretation plan take forward the development of interpretation and exhibition material;
- Initiate a project to catalogue and digitise the archive;
- Deliver archive training to Riverside Studios staff, and mentor key staff members in new policies and procedures;
- Provide curatorial support to colleagues across the organisation;
- Identify and liaise with potential donors of material and arrange where appropriate for the transfer of such material by gift or bequest;
- Develop operations for the opening of the archive to the general public and manage its day-to-day running;
- Assist the Heritage Activities Manager in delivering the NLHF Activity Plan;
- Ensure optimum levels of engagement during the delivery phase of the project;
- Work closely with Riverside Studios' programming and operations staff to maximise resources and embed activities into the organisation's core offer;
- Achieve the National Archives Accreditation for the archive by the end of the 3-year post.

Knowledge, Experience and Skills

The successful candidate will have a passion for heritage learning and community engagement. Specific requirements are:

- A good first degree in a relevant subject;
- A postgraduate qualification in Archives and Records Management recognised by the Archives and Records Association;
- Excellent IT skills and competence in automated cataloguing to modern archival standards;
- Experience of devising and maintaining records management systems;

- Excellent written and oral communication skills;
- Experience of providing volunteer training and/or mentoring;
- Experience of creating interpretation;
- A passion for the arts;
- Excellent team working, communication and organisational skills;
- Strong administrative skills, and proven ability to work under pressure.

Administrative Duties

- Ensure all financial, due diligence (in relation to GDPR and Data Protection in particular) and contractual information is efficiently completed;
- Manage the expenditure of the heritage project budget across the year with the support of the Heritage Activities Manager and Finance Manager.

Managing Your Own Performance

- Pro-actively monitor and assess your own performance in order to successfully fulfil your job description and where possible, exceed the Riverside Studios' standards;
- All other duties as reasonably requested to contribute to the smooth running of Riverside Studios.

Person Specification

The ideal candidate will be able to demonstrate the following skills, experience and qualities:

Essential

- An affinity for the mission, vision and work of Riverside Studios and a passion to help achieve its success;
- Ability to prioritise, organise own workload and work effectively in a busy and demanding environment;
- A positive attitude with a high level of self-motivation and ability to work using your own initiative;
- Ability to find quick and effective solutions to practical problems;
- Excellent communication skills, both written and oral, with a range of people and environments;
- Proven ability to work flexibly under pressure, to priorities and to meet deadlines and work within set budgets;
- Proven IT skills across Office products, website cms and digital media software;
- Flexibility in relation to duties and working hours which may require evenings, weekends and Bank Holidays;
- Excellent time management.

Terms and Conditions

Salary:	£30,000 per annum for fixed-term 3-year contract
Working Hours:	35 hours per week. The post holder will be required to work flexibly with occasional evening and weekend work
Holidays:	The annual leave entitlement is 25 days plus statutory holidays
Pension Scheme:	Riverside Trust operates a stakeholder pension scheme to which the employer and employee both contribute
Probation:	Six months
Contract type:	Full-time, Fixed-term 3-year contract
Confidentiality:	To keep confidential the internal workings of the Trust.
Equal Opportunities:	Riverside Trust supports equal opportunity in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, marital status, disability, age, sexual orientation, or religious or political beliefs. To avoid discriminatory practise in recruitment of new employee's selection for interview is based entirely on job related criteria. Riverside Studios complies with Equal Opportunities, Health & Safety, Personnel and other policies at all times.

Riverside Studios encourages attendance of performances with a discretionary allocation of complementary tickets to employees.

How to Apply

If you wish to apply for the position please send:

- A comprehensive CV.
- A covering letter (maximum two A4 sides) or two minutes of video describing your suitability for the position and specifically how your past experience matches the job description and person specification.
- A completed equal opportunity form.

Applicants should provide contact details for two references, we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to second interview, prior to making an offer. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'ARCHIVIST' in the subject line to careers@riversidestudios.co.uk.

Closing Date	Monday 8 July 2019
Interviews	Tuesday 23 July 2019 in London

