

BIAA Digital Repository Office
Lost Villages of the Upper Euphrates: A Digital Archive Project
Digital Archivist
Call for Applications and Notes for Applicants

The British Institute at Ankara (BIAA) welcomes applications for a full-time Archivist position at the BIAA Digital Repository Office for the [Lost Villages of the Upper Euphrates: A Digital Archive](#) Project. The position will be tenable for 20 months from 01 May 2024 to 31 December 2025. The continuation of the position will be linked to the outcome of funding applications. The position will be based in Ankara. There is a two-months probation period.

The BIAA is an academic research centre housing vast resources on archaeological data produced in Türkiye and the Black Sea. Furthermore, the Institute has experience in handling, classifying, storing, digitising and disseminating such data, as seen in the presentation of its own collections online (<https://digitalrepository.biaa.ac.uk/>). Over the last 5 years the BIAA has significantly invested in the development of its digital infrastructure to preserve its resources and to share them worldwide. The Digital Repository Manager is establishing and organising the office that will provide expanded services of digitisation, storage, and dissemination of digitised data for the academic community and is expanding the Digital Repository System (Islandora).

Job Description & Duties

The Digital Archivist will work under the Digital Repository Manager and will be responsible for organising, digitising and cataloguing the photographs according to Library Modern Endangered Archives Program Metadata Template as well as ingesting, verifying and editing digital data in the Islandora system.

The BIAA Digital Repository Office seeks a creative, dynamic, detail-oriented digital archivist for digitalisation of ca. 2,400 slides created between 1970 and 1990 in the Upper Euphrates region of southeast Türkiye. More specifically, the Digital Archivist will be responsible for:

- Assessing and preparing photographic slides for digitisation
- Image digitisation, using photo scanner.
- Cataloguing the photographs according to UCLA Library Modern Endangered Archives Program Metadata Template, checking legacy data and documentation, naming digitised slides and images and work with Digital Repository Manager for BIAA Digital Repository System data ingestion process
- Helping to organise photographic collection and archives, both analogue and digital.
- Work with interns for digitisation and cataloguing the photographs.
- Participating in the development of a systematic approach to Linked Open Data (LOD), with reference to archaeological data sets.
- Preparing regular reports to document (completed) processes.
- Participating in other processes necessary to support the work of the Digital Repository Office.

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Registered Charity Number
313940
Companies House Registration
477436

Essential skills or essential demonstrable experience expected for this post include:

- Knowledge of cataloguing and digital archiving standards, classification systems as well as experience of cataloguing in an online environment, especially cultural heritage-related collections.
- Familiarity with and/or ability to learn, analyse, and utilize existing and emerging metadata standards such as Dublin Core, EAD, principles of linked data; ability to use controlled vocabularies and authorities (e.g. Getty TGN, LCSH, VIAF). Ability to rapidly master and implement cataloguing procedures and principles adopted by the BIAA Digital Repository Office.
- Attention to detail and accuracy.
- Good IT skills (including Microsoft Word, PowerPoint, Excel, Adobe Photoshop), ability to work online and familiarity with Teams and SharePoint.
- Familiarity with digitisation procedures.
- Excellent written, verbal, and interpersonal communication skills in English and Turkish.
- Ability to work independently as well as collaboratively.
- **At least one-year experience** working with digital archives and/or photographic digitisation projects.

Desired demonstrable skills include:

- Knowledge of the existing guidance and best practice for management of digital cultural heritage archives.
- Experience of managing multiple and diverse flows of information.
- Basic programming experience.
- Previous archival experience, preferably in an academic setting.
- Familiarity with cataloguing systems e.g. Islandora, Dspace, Omeka.

Eligibility

Education and language proficiency

Applicants should have graduated from Information and Records Management, Archaeology or Art History Departments and have a master's degree in related fields or have equivalent practical experience. Proficiency in English and Turkish is a requirement.

Salary

The Digital Archivist's annual gross salary between 10000-12000 GBP. Salary will be paid monthly. The Institute will pay monthly employer's contributions to the Turkish national insurance system (SGK) relative to the gross salary and deduct employee contributions from the gross salary.

Deadline

The deadline for receipt of applications is **23 February 2024**.

Interview

Selected applicants will be invited to an interview after 12 March 2024. Interviews will take place in person or online. The selected applicant will be expected to start work on 1 May 2024 or as soon as possible thereafter. Interviews will be conducted in English.

Application Requirements

To apply, the candidate is required to submit a cover letter (max 600 words), CV and the names and contact details of 2 referees to Dr Nurdan Atalan Çayırzmez via repository.manager@biaa.ac.uk Shortlisted applicants will be given one week to notify their referees and ensure that references are submitted electronically prior to the interview. Only electronic references will be accepted. The applicant is responsible for ensuring that the reference letters have reached the BIAA before 18 March 2024. The BIAA will NOT contact the referees directly. Missing reference letters will disqualify the applicant.

Data protection and management

Applicants are required to sign the application to indicate that the information provided therein is, to the best of their knowledge, complete and accurate. The Institute is registered under the Data Protection Act 1998 (Registration Number: Z499325X) and adheres to the Data Protection Principles. Applicants should be aware that information they provide will be stored and circulated as necessary for the assessment procedures to be followed. Successful applicants should be aware that the information they provide on the application form may be copied to the relevant authorised officer in their employing institution as necessary for the appointment procedures to be followed, and information on the status of their appointment may be made available to the relevant authorised officer in their employing institution by the Institute as necessary for the conditions of the appointment to be fulfilled. Application forms will be retained for at least ten years in the case of successful applications, and five years in the case of unsuccessful applications, and may be consulted by the Institute in the event of future applications being submitted. Queries submitted under the terms of the Data Protection Act about the processing of personal data should be addressed to the London Office of the Institute. Signing the application form constitutes the applicant's agreement to all terms, conditions, and notices contained in the Notes for Applicants. Personal information provided by applicants will be used for monitoring and statistical purposes only, and at no stage will it form any part of the assessment process.

Equal opportunities

The BIAA is committed to a policy of equal opportunities in that applicants will receive equal treatment, regardless of race, colour, religion, gender, age or disability.

Health and safety

Employees are required to adopt accepted standards of best practice with regard to the health and safety of themselves and members of their research teams.

Appeals

All applications receive careful scrutiny by the assessors. Appeals may therefore not be made against the judgement of the Institute's assessors, Research Committee or Council of Management. The sole ground on which an appeal may be made is one of improper procedure. Anyone wishing to make an appeal against a decision should write to the Honorary Secretary of the Institute no later than two months after the result of the competition is announced, citing the specific decision and setting out clearly the substantive basis of the appeal. Only applicants themselves may appeal, though they may include supporting letters as relevant. The Honorary Secretary will respond in writing within 30 days. There are two possible grounds for one further stage of appeal: either improper procedure in the investigation of the original appeal; or the availability of substantial relevant information which for good reason was not made known to the Honorary Secretary at the time of the investigation. Any such further appeals should be directed to the Chairman of the Institute.