

Job title	BIRI (British International Research Institutes) Digital Coordination and Strategy Project Post-doctoral Fellow
Division	Research
Location	British School at Rome
Grade and salary	€25,000 - €31,000 per annum depending on skills and experience
Hours	Full time
Contract type	Fixed-term - 12 months from 1 April 2025 to 31 March 2026
Reporting to	Professor Raphaële Mouren, Head of Research Collections
Additional information	Interviews will be held in February 2025

Context

All eight BIRI possess large-scale archival resources of historical significance, ranging from photographic archives to plans and maps, archaeological collections to corporate records. These consist of physical collections, digitised and born-digital resources; they include the records of research undertaken by/under the auspices of an individual BIRI, but also personal archives and records which have been deposited over the years – sometimes by a single scholar contributing data to several institutions. These are ‘living’ resources and will grow as collections are added in the future. BIRI are at different stages of the process of cataloguing and digitising their collections.

Overall aim

The objective of the Digital Coordination and Strategy Project, now entering its fourth year, is to increase the skills and competencies of each BIRI in managing and digitizing their archives, making them available, and developing digital humanities projects; to link shared information across BIRI, particularly locations and persons that appear in the collections of more than one BIRI and allow new (inter)-disciplinary research based on connections and comparison; to develop standardized best practice and facilitate interoperability, allowing the BIRI to collaborate to various existing and future digital projects; to set up a Linked Open Data framework across BIRI, in order to connect records (through a shared platform or a search engine); to develop and create tools, platforms and digital material aimed at a range of publics, including public engagement online and in person.

The role

The Post-Doctoral Fellow supports the project, across all BIRI from a base at the British School at Rome, reporting to the Head of Research Collections, Professor Raphaële Mouren.

The post holder will work closely with the group of representatives from each BIRI that is undertaking the various projects, composed of BIRI-employed experts, archivists, collections managers, as well as with other staff members of the BIRI when appropriate. They will liaise with the project Consultants and technical consultants on the project; they will liaise with the UKRI-funded project *Transforming access to Mediterranean cultural heritage science collections*, led by the University of Newcastle and the British School at Athens.

It is expected that the post-holder will spend approximately half of their time providing input and hands-on help and giving administrative support to the project. The other 50% of their time will focus on research relating to the existing project. Themes include:

- Shared formats and metadata for archival material description
- Cataloguing objects: ceramics, marble samples, etc.
- Using ontologies to represent collections
- Heritage Gazeteer of Libya and other places in the region
- The history of women archaeologists
- The collective history of the BIRI

Other relevant research themes can also be proposed by the post holder.

The position of BIRI Digital Coordination and Strategy Project Post-doctoral fellow is a fixed-term role for 12 months based in Rome. Accommodation can be provided at the British School at Rome for the post-holder if needed (costs apply).

Responsibilities

1. Responsibility for the administration of the project; organising meetings, providing minutes, following up on decisions, making sure that work packages are developed as planned;
2. Helping to develop the integrated cataloguing guidelines in accordance with international cataloguing and metadata standards;
3. Identifying best practice for the non-book objects description guidelines and liaising with the *Transforming access to Mediterranean cultural heritage science collections* project;
4. Liaising with the Project Consultants to develop the ontology project, including organising one or more training sessions;

5. In liaison with the BIRI and the British Academy (if relevant), developing a proposal for a public event in London;
6. Supporting and organising the development of one or more virtual exhibitions using the existing research projects or new ones;
7. Helping to prepare an end of project report for the relevant BIRI leads and governing bodies.

Selection criteria

Essential

1. Experience of research in fields that are represented in the BIRI archives and special collections, or in Archive and Library Science and Digital Humanities;
2. Experience with digital collections in cultural heritage organisations;
3. Knowledge of digital technologies most used in the field of Digital Humanities;
4. Experience in using the Microsoft Office Suite;
5. Ability to work independently and as part of a team;
6. Excellent communication (written and oral) skills in English, especially report writing.

Desirable

1. Experience in cataloguing and metadata, in the field of archives or libraries;
2. Experience of records management strategies and procedures and digital collections management;
3. Previous experience of working within an archive or special collections service, experience of collection management systems;
4. Some understanding of Linked Open Data technologies, Digital Management, Licensing, and Digital Curation best practice;
5. Previous experience in developing public engagement programmes;
6. An interest in theoretical and practical tools for information integration in the field of cultural heritage, for ontologies and knowledge bases;
7. A desire to pursue a career in the field of digital archives and records management;
8. Some knowledge of Italian.

How to apply

If you would like to apply, please send an application with a cover letter and cv to the British School at Rome Head of Research Collections, Professor Raphaële Mouren, at research@bsrome.it. The cover letter should outline your previous experience and interests relating to the project. Please provide details of two referees and indicate whether we can contact them.

Deadline : Wednesday 15 January 2025

For further information on this position, please contact the Professor Mouren at research@bsrome.it