

Citizens Theatre

Job Description

Role:	Heritage Archives Officer (0.6 FTE) (6 months fixed term, Aug 25-Feb 26)
Responsible to:	Marketing Director
Responsible for:	Archive Volunteers
Key Relationships:	Heritage Interpretation Consultant

Purpose of the Role:

The Citizens Theatre is seeking an experienced Heritage Archives Officer to join our team. This role will be integral in ensuring that the rich history of the organisation and its work has a lasting legacy, ensuring the public can engage with our archival materials and the stories around them, as we re-open our building. This role will ensure the completion of a project that was interrupted due to Covid-19. The role will have particular responsibility for reinvigorating and delivering an Archive Action Plan to complete the cataloguing and deposit of all items currently stored within the Citizens Theatre to the Scottish Theatre Archive, within Special Collections at the University of Glasgow. This will include working with and overseeing a team of volunteers to assist with cataloguing and collection management. You will work closely with internal teams, especially the Heritage Engagement Officer, to identify items from the archive to feature within resources online, physically as part of heritage interpretation across the building, and as accompanying resources for activities to engage a diverse range of audiences.

Following a seven-year closure for a major redevelopment of the building, we intend to reopen the Citizens Theatre to the public in August 2025. The transformed building and facilities will present new opportunities for artistic, participation and commercial activities, including a new bar/café. This is an exciting opportunity to join the team ahead of the reopening to contribute to our Homecoming programme of activity and ensure an exceptional welcome to our visitors when we reopen our doors in the summer.

This post will be key to completing the cataloguing of our archive within our opening year, so **our preference is for candidates available to start by end-August 2025.**

Key Responsibilities:

- Review and complete the Archive Action Plan to catalogue and make accessible the Citizens Theatre Archive in partnership with the University of Glasgow, Special Collections, including arranging the digitisation of key archive items of interest.
- Review and refine a Collections Management Plan to define the policies and procedures of the Citizens Theatre's collections development, risk management, stock management, access and legal compliance, as well as managing any budgets and contracts relating to protection of materials and processes.
- Identify the parameters of a Core Collection and Extended Collection for the Citizens Theatre to guide future development and use of relevant material - including recommendations of materials and resources to be used as part of the Citizens Theatre's heritage and history section of its website.
- Contribute to the delivery of the Interpretation Plan in collaboration with the interpretation consultant and interpretation design team, identifying key items and stories of interest through the archiving process, as well as identifying unique key themes as they emerge through the archiving process that could underpin interpretation plans as they develop across the first year of re-opening.
- Support the work of the Heritage Engagement Officer and FOH Manager in the design and delivery of a

volunteer programme that includes a cohort of volunteer archivists, setting out clear processes and procedures for cataloguing safely.

- Support the Heritage Engagement Officer with the planning and delivery of heritage activities, including archive engagement workshops, where appropriate.
- Represent the Citizens Theatre where appropriate in relation to archives and heritage collections (e.g. in heritage forums, in discussions with partners relating to collections and with the media).
- Work with Participate, Marketing and Box Office teams to keep accurate records of project activities. Regularly assess and evaluate the impact of heritage engagement activities, providing feedback and recommendations for the future.

Organisational Commitments:

- Carry out any other tasks required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Drive change through action and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity.
- Be accountable for yourself and others, in line with our Health & Safety Policy.
- Create a positive working environment, underpinned by the organisation's values.
- Deliver a warm welcome and excellent customer service to all audiences and visitors to the Citz.
- Contribute to activities that support income generation and fundraising.
- Contribute to our environmental sustainability goals.
- Undertake relevant training and development as required.

This job description is intended as a guide to the general duties and responsibilities of the role and does not form part of your contract of employment. These duties may be reviewed from time to time to meet the needs of the business. The Citizens Theatre is going through a significant period of change as we return to our building following seven years of displacement, and so we will inevitably change as we grow and develop over the coming years. All staff will be required to show a flexible approach to this process, which may involve revisions around job descriptions, titles, roles and departmental structures. Any significant changes will be discussed with you in advance.

Person Specification:

Essential

- Experience and/or qualification in archival processes and management.
- Understanding of delivering archive strategies and plans.
- Experience in setting up collections management processes.
- Experience of working with teams of volunteers.
- Excellent research skills with a keen interest in archiving the history of Glasgow, its communities and cultural landmarks.
- Experience in project management and delivery on a tight timescale, with the ability to oversee budgets, timelines and resources effectively.
- Understanding of how to engage diverse audiences through creative, inclusive and interactive archival and heritage processes.
- Excellent communication, interpersonal and IT skills, with the ability to work with a wide range of people, including colleagues, volunteers, community groups and external partners.
- Excellent verbal and writing skills, with a high level of accuracy in English and good time management skills.
- A proactive and adaptive approach, with the ability to respond creatively to challenges and opportunities, and the capacity to work on own initiative as well as collaboratively.

Desirable

- Familiarity with Glasgow's local heritage and cultural history

- Knowledge and experience of the ongoing work across the Scottish and/or UK Heritage Sector to embed better working EDI practices and to widen representation within heritage and archival plans.
- Knowledge of digital tools and media, with the ability to create and deliver digital content.

Terms & Conditions

Contract type	6-months fixed term, August 2025-February 2026, 0.6 FTE
Salary:	£28,000 per annum pro rata (0.6 FTE) - £8,400 actual salary for this contract.
Hours:	21 hours per week, which may include evening and weekends depending on activity programming
Overtime:	No overtime payments are available. The Citizens Theatre operates a time off in lieu (TOIL) system.
Holiday:	29 days per year pro rata (inclusive of public holidays)
Pension:	The Citizens Theatre operates a contributory pension scheme (employer 3% / employee 5%)
Probation:	This post is subject to a one-month probationary period
Notice period:	2 weeks during probation; 6 weeks thereafter
Location:	Citizens Theatre, 119 Gorbals Street, Glasgow, G5 9DS Colleagues are currently working from home while we complete a major redevelopment of our building, with an expected return to the theatre in summer 2025. On return to the building we anticipate introducing a hybrid working policy, with a weighting towards office working.

Benefits:

- Complimentary or discounted tickets to selected shows (non-transferable and subject to availability)
- Cycle to Work Scheme
- Training and development opportunities

How to apply

If you are interested in an informal conversation about the role prior to application, or have any questions, please contact recruitment@citiz.co.uk and your query will be directed to the appropriate person.

To apply, please send us a copy of your **CV and a cover letter** of no more than **two pages A4** and complete the online **Equal Opportunities Monitoring Form**.

It is important in your cover letter to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining the Citizens Theatre. You do not have to have previously undertaken all the duties in the job description but you should tell us about your potential ability to do them.

As part of the recruitment process Citizens Theatre collects and processes data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see the [Citizens Theatre Privacy Policy](#) on the website for full details.

Alongside the application you will be asked to complete an Equal Opportunities Monitoring Form online. This form will only be seen by our administrative processing team, and will not be passed on to the person(s) preparing the shortlist. Your data will be kept secure, and will only be used in anonymous form and in aggregate for analysis and reporting to stakeholders.

Please send your CV and cover letter (two pages max) by email to: recruitment@citiz.co.uk.

(Please send as a Word document. Do not send as a Pages file, Zip file or Google doc, or use file sharing services such as One Drive or Dropbox.)

Please complete the Equal Opportunities Monitoring Form online: [Equal Opportunities Form](#).

If you require an alternative way to make your application, please contact recruitment@citiz.co.uk to discuss a suitable format.

Deadline for applications: **Mon 23 June 2025, 12 noon**

First Interview: **Tue 8 July 2025** (may be subject to change, in person if possible, otherwise Zoom)

Second Interview: **Fri 11 July 2025** (may be subject to change, in person if possible, otherwise Zoom)

All applicants will be contacted with the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in the Citizens Theatre and we look forward to receiving your application.