



Project Archivist Position at MUSIC OF MAYO

Music of Mayo is seeking an **Archivist** for a period of 3 months with a range of skills commensurate with the responsibility and scope of the project. Music of Mayo would welcome applications from information professionals with a relevant postgraduate qualification or equivalent experience. See below for further details.

The John 'Twin' McNamara Collection

John 'Twin' McNamara was born in Dooagh, Achill Island in 1935. He has spent much of his life collecting and sharing the rich heritage of the island through his knowledge of its music, song, folklore and history. His influence as a composer, musician, singer and Irish speaker is evident in the wealth of books, recordings and memorabilia he has amassed over his lifetime. John was responsible for the revival of Scoil Acla in 1985 and remains a fundamental force in leading the social and cultural development of the island.

The John McNamara Collection consists of approximately 12 archival boxes. The collection comprised of materials in a variety of formats, including hand-written memoirs, correspondence, photographs, scrapbooks, books, audio recordings, and other ephemera and physical artefacts. These materials focus on a wide variety of subjects, including: biographical information, local history and folklore, local geography and place names, and traditional music arts and culture. The collection also contains materials relating to a number of local organisations and cooperatives that John founded or was actively involved in such as The Achill Tourism Board, Scoil Acla, The Sheep Breeders Association, and a human rights organisation.

Responsibilities

- Organising & housing archival materials in the John 'Twin' McNamara Collection
- Establishing original order or imposing order on materials in the collection
- Processing & cataloguing the collection
- Responsibility for the security, proper handling, storage and care of materials
- Basic preservation interventions including surface cleaning and rehousing of material
- Authoring & delivering a box list and finding aid for the collection

- Promoting work undertaken on the John ‘Twin’ McNamara Collection via social media channels
- Managing and prioritising tasks, and creating an efficient workflow, to ensure that the project is completed on time
- Reporting to Music of Mayo founder Emer Mayock, the post will be offered on a 3-month fixed-term contract. Salary will be within the range of [€2,500–€3,000] per month depending on experience and qualifications.

What we are looking for:

Essential

- Knowledge of ISAD(G), or other archival descriptive standards
- Experience working in an archival repository, including experience in creating metadata descriptions, digitisation, and care of collections
- Experience of cataloguing to prescribed standards
- Confident using Microsoft Excel
- A methodical approach, close attention to detail and high standards of spelling, grammar and punctuation
- High standards of personal organisation to manage a varied workload with the ability to respond to changing priorities
- Excellent written and oral communication skills

Person specification

The following skills and experience would be an advantage:

- Master’s degree in information science, archival science, or other relevant field
- Interest in folklore, local history of Mayo and Irish traditional music
- Fluency in the Irish language
- Ability to work independently
- Ability to stay motivated and carry out self-directed work

Application

Deadline for applications will be Monday, September 30th, 2024 at 5pm GMT.

The application will comprise all of the following:

- A Cover Letter
- A Curriculum Vitae
- Names and contact details of two referees. References will only be taken up with express approval from candidates

Applications, by email only, should be submitted to **musicofmayo@gmail.com**

Interviews

Shortlisting will apply. Interviews will take place during October 2024

Details of the employer - Music of Mayo, Ross West, Castlebar, Co. Mayo

Music of Mayo is an organisation dedicated to exploring, preserving and promoting the rich traditional arts of the county.

Founded in 2017, Music of Mayo celebrates the history, the musicians, singers, dancers, collectors, teachers, thinkers and all individuals who have influenced the evolution of the traditional arts in Mayo. It aims to identify the unique elements of Co. Mayo tradition and to acknowledge the influence of Mayo music regionally, nationally, and internationally. It works towards inspiring, educating and accompanying traditional artists from Co. Mayo into the next era.

Our mission is to preserve the traditional arts through the web resource musicofmayo.ie, collection, field recording, commissions, workshops and festivals.

Music of Mayo is an equal opportunities employer

For further details please contact **musicofmayo@gmail.com**