

Job Description: Project Archivist, 25 Years of Writing on the wall

Hours: 21 hours per week

Duration: 12 months September 2026 – August 2027

Salary: 12-month fixed contract, £21,000 (£35,000 FTE)

Accountable to: Writing on the Wall Co-Directors

Location: WoW office in Toxteth Library, Windsor Street Liverpool and other venues in Liverpool when required by the project. Home working is available in agreement with the Co-Directors.

Main working contacts:

Freelance Heritage Project Co-ordinator, Heritage Project Assistant, WoW Operations Manager, WoW Directors and volunteers.

About the project

Since 2000, Writing on the Wall (WoW) - a National Portfolio Organisation of Arts Council England - has worked to uncover, preserve and celebrate the often-overlooked heritage of Liverpool's diverse communities. Our focus has always been on amplifying the lived experiences of marginalised groups – including Black, Asian, LGBTQ+, refugee and working-class communities – voices that are essential to understanding Liverpool's past and shaping its future.

At the heart of this work is our archive. It holds 25 years of creative, cultural and political memory – from our festivals and projects to the people who made them happen. The collection includes 22 storage boxes of publications, more than 80 books from our writing projects – anthologies, memoirs, novels and local histories – alongside photographs, posters, flyers, educational resources, and audio-visual material from WoWFEST and other public events. There are several physical installations, which document heritage and are artworks in their own right – tangible, visible connections to Liverpool's hidden histories. There is an unquantified number of digital files, including videos, images and documents.

Though the known archival materials are in overall good condition, it is essential now to capture how, through reading, writing, art, storytelling and debate, we've highlighted the heritage of, and provoked action and brought change in communities who may otherwise have never believed they had a voice. Examples of these are our unique Creative Heritage projects, run since 2011, bringing together professionals and community participants to document and reclaim their histories. In 2023, our Dorothy Kuya archive project was selected as one of ten exemplary projects in the National Archives' "Year in Archives" booklet. Our Creative Heritage Walking Tour Training Programme has been featured in 2024's booklet. We also have a 'living archive' of people, ranging from current and former staff and trustees, local, national and international writers, artists and creatives, freelance artists who we have developed, supported, and employed in our projects and featured in our festivals, project participants, volunteers and audiences, who WoW's heritage and impact through their memories, physical artefacts, and often life-enhancing and life-

changing experiences through taking part in, and contributing to our work. In capturing their memories and voices, we will also develop a valuable resource for future research. Notable partnerships with organisations such as National Museums Liverpool, the University of Liverpool, and Liverpool Records Office reflect WoW's status as a leader in creative heritage practice. Our project aims to protect and extend the legacy of these materials, safeguarding them against potential loss and damage while enhancing public access.

Job Description

To preserve, catalogue, digitise and promote the archives from 25 years of Writing on the Wall. To work with Writing on the Wall, the Project Team and key partners, to ensure best practice and community involvement.

The Archivist will liaise with the Project Coordinator, the Project Assistant and other freelancers. The main areas of work are:

- Co-deliver an educational course with the Project Team that gives volunteers an insight into the context of Writing on the Wall's work and familiarisation with Archiving processes.
- Archiving, preservation, repackaging and cataloguing of the archive with the support of volunteers.
- To Support and liaise with the Digital Content Creator on the creation of podcasts, video and other digital content, and share the archive and the project process with a public audience.
- Support the Project Co-ordinator as they commission artistic outputs that respond to the archive.
- Support a Creative Heritage Schools programme to engage with the archive.
- Support a Creative Heritage Conference at WoWfest'27.

Key Responsibilities:

- To, within the agreed parameters, preserve, catalogue, digitise, repackage and promote the Writing on the Wall archives.
- To catalogue the collection to recognised archival standards using software compatible with our archive partners to provide a comprehensive multi-level description catalogue for free text searching. Innovative approaches to cataloguing to increase visibility of the collections are welcome.
- To select and assist with the preparation of items for digitisation.
- To train volunteers who will assist with the cataloguing and digitisation of the collection.
- To work with the WoW Co-Directors, project team and contractors, to ensure best practice and maximise community involvement in the project.
- To provide material from the archive that supports creative outputs
- To respond effectively to enquiries about the collection.
- To assist the Project Co-ordinator in completing necessary progress reports.
- In collaboration with the Project Co-ordinator, to direct the Project Assistant

- This description is not intended to be descriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.

General

- To work as part of the team with other staff at Writing on the Wall.
- To work in accordance with Writing on the Wall's policies which are held in the Staff Handbook.
- To become familiar with and implement and follow all Writing on the Wall's policies and procedures.
- To maintain accurate records in the various media specified for your areas of responsibility.
- To undertake any training necessary and participate in relevant supervision and appraisal.
- The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post.
- To act as an ambassador for WoW, upholding and promoting our values and ethics.
- Demonstrate ability to work independently and as part of a team.
- Demonstrate ability to manage own workload and use initiative.

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed with the Post Holder and Line Manager as required.

Equal Opportunities

We particularly encourage applications from global majority, LGBTQIA+, disabled and/or working class people who are underrepresented in the Cultural Heritage sector.

Writing on the Wall is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against, either directly or indirectly, on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age, or impairment. The policies apply to job applicants, employees, volunteers, and service users.

Access

If you have any specific requirements or need additional support during the recruitment process, including anything you might need should you get called for interview (e.g. interpreters, information in different formats etc.), or would like to discuss any aspect of the role in confidence, please contact info@writingonthewall.com

Please note, any information you provide around your access requirements for interview will not form part of the shortlisting process.

How to apply

If you have any questions about the role or application process, please contact info@writingonthewall.org.uk before 26th August to ensure that you receive a reply.



To apply, please send a short statement (no longer than A4) outlining why you are interested in the position along with your current CV. Applications should be sent to info@writingonthewall.org.uk.

If you would like to apply in a different format that meets your access requirements better, please contact us.

The deadline for applications is **5pm on Monday 31st August**. Interviews will be held online on Friday 4th and Monday 7th September.