

Project Archivist Recruitment Information Pack



Closing date for applications: 9am, Monday 1 June 2026

First interviews: Wednesday 10 June 2026

Second interviews (if required): Wednesday 17 June 2026

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Welcome

Thank you for your interest in joining our dedicated and ambitious team as **Project Archivist** (12-month fixed term 0.6FTE contract).

Pallant House Gallery is a dynamic cultural organisation with an internationally significant collection of Modern British Art and a critically acclaimed exhibition programme. Our Library and Archives provide a complementary research resource to the art collections for Gallery staff and volunteers, external researchers, students, scholars and members of the public. It comprises over 20,000 books and exhibition catalogues and other source material relating to British art, artists and collectors, and the Gallery's own history, architecture and exhibition programme. This role is an excellent opportunity for a records management professional to contribute to the ongoing development and accessibility of our archives.

Pallant House Gallery is committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds. If you have any questions about application process or need any additional support, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Simon Martin". The signature is written in a cursive style with a horizontal line underneath.

Simon Martin
Director

Introducing Pallant House Gallery

Pallant House Gallery is a leading UK museum that stimulates new ways of thinking about art. We explore new perspectives on British art from 1900 to now through an ambitious programme of exhibitions and creative opportunities for all. We invite people from all walks of life to explore our world class collection in a distinctive setting in the heart of Chichester. In 2025/26, the Gallery welcomed over 68,600 visitors.

Our funding

The Gallery operates on a mixed funding model; our revenue comes from earned income (included ticketed admission and events), endowment income, philanthropic and fundraised income and public funding. Our largest regular public funder is Chichester District Council and our Friends and Patrons schemes have over 4,100 memberships, which provide valuable income and support.

Our people

We employ 44 members of staff (25 full time, 19 part time and casual) – led by our Director, Simon Martin - and are supported by over 150 highly committed volunteers. Our Board of Trustees is responsible for the strategic direction of the organisation, with the support of a number of Sub-Committees and external Advisory Groups.

What makes us different?

Original exhibitions

We present exhibitions that say something new about British art from 1900 to now. We explore relevant subjects with fresh angles and celebrate well-known, overlooked and emerging artists.

A 'collection of collections'

We care for a world class collection of Modern British and contemporary art, largely formed of donations by passionate collectors over 35 years. We continue to make it accessible and show its relevance to today.

A part of people's creative lives

Our wide range of creative opportunities for people of all ages and backgrounds helps them to discover how art can have a place in their lives.

A distinctive home

We welcome visitors to the distinctive setting of an 18th century townhouse and a 21st century gallery in the heart of historic Chichester on the south coast of England.

What other people say

“One of the loveliest regional galleries that there is, the Pallant House Gallery houses an exceptional collection of 20th British Art”; Fiona McKenzie Johnston, House & Garden

“Second only to the Tate for Modern British art” – The Guardian

Our current major exhibition [William Nicholson](#) (22 November 2025 – 10 May 2026) has received over 32,000 visitors to date¹ and generated over 65 pieces of coverage across publications and websites including *The Times*, *The Observer*, *The Daily Telegraph*, *The London Review of Books*, *Country Life*, *Apollo*, *The Burlington Magazine*, *The New Statesman* and *The Spectator*.

Our location

Chichester is a cathedral city and the county town of West Sussex, which lies between the South Downs and the sea.

Amenities and attractions

The city centre has a great range of shops, cafes and restaurants and a weekly market. It is a 10-minute drive north into the South Downs National Park; a 15-minute drive to Chichester Harbour and a 20-minute drive south to the sandy beach at West Wittering.

Local leisure and cultural attractions include Chichester Festival Theatre, Chichester Gate Leisure Park (cinema, restaurants, entertainment) the Goodwood Estate and the Weald & Downland Open Air Museum, and heritage sites such as the 12th century Chichester Cathedral, Fishbourne Roman Palace, Petworth House and Arundel Castle.

Transport links

Road: Chichester is on the A27 coastal trunk road, which connects the city to the M3, M27 and M275 motorways. There is also access to the north: the A29 to London joins the A27 a few miles outside the city; the A285 runs north-east to Petworth and beyond; and the A286 runs towards Haslemere, Surrey. There are a number of large car parks on the outskirts of the city centre, with the closest being a 10-min walk from the Gallery.

Rail: Chichester is a mainline station on the on the West Coastway Line, with regular services to Brighton (50mins), London Victoria via Horsham (90mins), Portsmouth (25 mins) and Southampton (55 mins).

Buses: Chichester bus station, located next to the railway station, is the local hub. Operators include Stagecoach in the South Downs and Compass Travel.

¹ to 26 April 2026

Job Description

Details

Job title:	Project Archivist
Salary:	£27,000-£32,000 per year (pro rata), subject to experience
Contract:	12-month fixed term contract, 0.6 FTE
Hours:	3 days / 22.5 hours per week
Location:	Pallant House Gallery, Chichester (Flexible working an option)
Department:	Curatorial
Reports to:	Head of Collections

Purpose and key objectives

This role is an excellent opportunity for a records management professional to contribute to the ongoing development and increased accessibility of our archives.

Pallant House Gallery Library and Archives is a research collection available to Pallant House Gallery staff and, by appointment, a reference only facility for volunteers, external researchers, students and members of the public to support understanding and engagement with British Art from 1900 to now and with the Gallery's art collections.

The Archives hold around 20 collections relating to the history of the Gallery, donors to the Gallery, and the lives and work of several artists represented in the Gallery's art collection. This project will focus on three key archives; Hans Feibusch Studio archive, Clare Neilson collection and George and Ann Dannatt collection.

Working within the Curatorial team, the Project Archivist contributes to the cataloguing, digitisation and care of Pallant House Gallery's archives. They enable increased access and further research across the breadth of our archive material. The successful post holder will be passionate about making the archives accessible to the widest possible audience through their work. They will have excellent interpersonal skills and an ability to work effectively to agreed timescales.

Key responsibilities

Archives Management

- In collaboration with the Head of Collections and Digital Systems Manager:
 - Develop any additional configuration and cataloguing standards for the archive module in our Collections Management System, Qi
 - Research and advise on equipment required for the project within the budget
 - Review existing lists of archives and format for ingest into Qi
- Assess the PHG archive and agree priorities for cataloguing, transcription and digitisation

- Undertake cataloguing to ISAD(G) standards
- Identify any sensitive data or items covered by GDPR and record access permissions appropriately
- Digitise key works using agreed file naming standards and add to archive records
- Check Optical Character Recognition (OCR) transcriptions against originals and add to the archive records
- Develop access to the collections and research potential by adding relationships between archive records, library records and art works within Qi
- Make recommendations on the physical storage of the PHG archive
- Contribute to the wider digital strategy discussions to make the archive collections accessible online
- Monitor progress and report on key project milestones
- Support the work of the Curatorial Team and colleagues across the organisation by highlighting archive material that could contribute to current and future exhibition planning
- Assist with the safe retrieval, preparation for viewing/conservation, return to storage and location control of archive items
- Contribute to collections audits
- Assist in the administration of potential and realised archive acquisitions
- Assist with the labelling and marking of archives

General and administrative

- Assist in responding to specialist and general public enquiries concerning the archives, including assisting with the facilitation of internal and external viewings by prior arrangement
- Be committed to health and safety and ensure familiarity with all the Gallery's health and safety policies and procedures
- Be security conscious, ensure familiarity with all Gallery physical, cyber and GDPR security procedures
- Promote equality and diversity in all aspects of work by developing and maintaining positive working relationships, ensuring colleagues are treated fairly and with respect and dignity, and actively contribute to supporting the Gallery's strategy for widening access, inclusion and diversity

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post.

Person Specification

Essential:

- Qualification in Information, Library or Archive and Records Management, or equivalent experience
- Experience of working as a project archivist in a similar role
- Experience with the use of Archive and/or Collections Management Systems
- Experience with the care and handling of archives and understanding the preservation needs of archival material
- Experience of cataloguing and digitising archive material, or evidence of working on other digitisation projects
- An organised approach to work, including excellent time-management skills and the ability to work independently
- Good computer literacy, with proficiency with Microsoft Office
- Excellent verbal, written and presentation communication skills
- Excellent interpersonal skills with the ability to build strong relationships with colleagues and external partners and stakeholders
- A methodical approach and attention to detail
- Flexible approach to work and the ability to work calmly under pressure

Desirable:

- Interest in and knowledge of Modern and contemporary British art
- Experience of working in an archive, museum or art gallery
- Experience of working with Excel to convert and import data
- Previous training in and/or a demonstrable awareness of GDPR and data security requirements
- Experience of cataloguing art related archives

Benefits and Wellbeing Package

Holiday Allowance

- 25 days basic holiday allowance (pro-rata), plus bank holidays
- Extra day off each year to celebrate a birthday or other occasion

Pension

- Auto Enrolment scheme. Currently a 5% contribution from Pallant House Gallery based on whole salary

Travel Support

- Interest free loan scheme for annual season tickets for trains
- Interest free loan for annual car park permits

Discounts and free offers

- 20% discount in the Pallant House Gallery Restaurant and Café (excluding Saturday)
- 20% discount in Pallant House Gallery Bookshop
- Free admission tickets to the Gallery for family and friends
- Free tickets to Gallery talks and online lectures
- Free copies of the lead exhibition catalogues and Gallery Magazine
- Free Preview tickets for Chichester Festival Theatre (subject to availability)
- Free Art Fund 'Professional Art Pass', giving free or reduced price entry to a range of museums, galleries, and historic places across the UK
- Free admission to other partner organisations with which the Gallery has a current reciprocal arrangement

Health & Wellbeing

- Fresh organic fruit provided weekly in the staff room
- Annual flu jab
- Free sanitary products
- Offer of health and wellbeing related counselling (up to six sessions, subject to the confirmation of the session rate) for staff on request from your line manager

How to apply

Process

Please complete and return the following forms, which are available to download our website here: pallant.org.uk/who-we-are/our-people/work-with-us/

- Application form
- Equality and Diversity Monitoring form

If you have any access issues or questions about these forms, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

The completed forms should be returned:

- by email to humanresources@pallant.org.uk
- or by post to Human Resources, Pallant House Gallery, 9 North Pallant, Chichester PO19 1TJ

Deadline for receipt of applications

The deadline for applications is 9am, Monday 1 June 2026. Any forms received after this time will not be accepted.

Acknowledgement of receipt

Email applications will be acknowledged by auto response when we receive them.

Candidates not selected for interview will be informed by email. We regret we cannot enter into correspondence as to the reasons for non-selection.

Interviews

The interview schedule for this post is as follows:

Interview	Date	Location
First interview	Wednesday 10 June 2026	Online
Second interview (if required)	Wednesday 17 June 2026	Pallant House Gallery

If interviews are held on site, the Gallery will offer to reimburse candidates who incur reasonable travel costs on production of a valid receipt or mileage claim².

² We reserve the right to pay a percentage of a candidate's travel expenses if it is felt that the cost incurred was not reasonable (eg. if the candidate chose to drive when they could have attended their interview on public transport at lower cost).

Equal Opportunities

Pallant House Gallery is an equal opportunities employer and we are committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds.

If you have any questions about application process or need any additional support, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

Applicants with disabilities

We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities.

If you are considered to be disabled under the Equality Act definition³ and have demonstrated that you meet the essential criteria for the post, you will be guaranteed an interview. Please indicate whether you consider yourself to have a disability in the relevant section of the application form, along with any arrangements you would like us to make to assist you if you are called for interview.

Equality and Diversity Monitoring form

The Equality Act 2010 requires us to ensure that we do not unlawfully discriminate against applicants. By completing the Equality and Diversity Monitoring form, you will help us check that we have complied with the law and improve our efforts to diversify our workforce.

Your answers you give will be held as anonymous and confidential data. The information from the forms we receive will be combined and reviewed in aggregate (so that you cannot be identified) and retained for no more than twelve months after the end of the recruitment process.

³ The Equality Act 2010 states that a person has a disability if they *“have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.”*