



TEMPORARY PROJECT ARCHIVIST

ABOUT ALEXANDRA PARK AND PALACE

Alexandra Park and Palace (APP) is a major event, heritage and cultural destination in north London. We deliver great experiences for everyone, every day of the year, at major events. We are known for our diverse entertainment programme, our natural parkland and panoramic views of the city.

ABOUT ALEXANDRA PALACE'S ARCHIVE

During the restoration of the Palace's East Wing and Victorian Theatre in 2016, thousands of historical business records and memorabilia were rediscovered in long-derelect rooms. These records provide crucial details regarding APP's structural, heritage and social impact. Gaining intellectual control of these archival records will empower us to steward and protect the fabric of the building and help us curate APP's key place in London's history for future generations.

Scoping work began in 2018 but was stalled in 2020 due to lack of funding. This temporary position has been made possible through a [Business Archives Council \(BAC\) cataloguing grant](#).

The archive is made up of approximately 22 cubic metres of largely paper-based, historical and organisational business records from 1859 to present. Including 100 storage rolls containing structural plans and architectural drawings related to the 1980s redevelopment of APP, 120 boxes of folded building plans / scheme of works, items of historical interest, memorabilia and 5,000 photographs and negatives and approximately 50 boxes of new organisational records that have accumulated since 2018.

PROJECT ARCHIVIST OPPORTUNITY

We are inviting expressions of interest for a **Project Archivist**. To complete top-level scoping of records with volunteer assistance; to identify and accession records for permanent retention to the archive.

We have secured £6,000 funding for a freelance Archivist to join the Curatorial and Interpretation team on a part-time basis to deliver specific tasks as outlined in the 'deliverables' below. Work must be completed by March 2026, and we anticipate that the funding will allow for approximately 27 days' work, based on a day rate of £220 payable via monthly invoice.



Key deliverables

1. Complete high-level scoping, listing and arranging of the discovered records from circa 400 boxes, to gain intellectual and physical control of the collection, following the APP Collections Development Policy.
2. Cultivate a catalogue framework and create top-level entries for the catalogue that adheres to the International Standard of Archival Description (General), with identifiable structure and unbiased, searchable item descriptions. Add top 20 discovered records to the APP digital archive catalogue. <https://alexandra-palace.collectionsin-dex.com/home>
3. Draft a project plan identifying next steps (including plans to rehouse and move the collection to its long-term location), required resource and timeline for appraisal, weeding and rehousing of records.
4. Design appraisal templates and guidance for onward use by the archive volunteers.
5. Supply copy for bi-monthly updates to the BAC.
6. Produce a project report in Word or PDF format with images and content suitable for the BAC.
7. Prepare an end of project report with recommendations for archive processes and potential further funding opportunities.
8. Upload the archive listing to the National Archives' Discovery portal.

HOW TO APPLY

Please send an expression of interest including a summary of how your experience meets the criteria below (no more than two A4 pages) to Kirsten.Forrest@alexandrapalace.com

The deadline for expressions of interest is: Monday 10/11/2025

Required experience

Education / Qualification / Memberships

- First degree level qualification in a relevant discipline or equivalent experience.
- Postgraduate and/or professional qualification in Archives and/or Records Management, or equivalent experience.



Experience

- Experience of working with Microsoft Excel for data capture.
- Demonstrable experience of work in archives and/or records management, or equivalent experience in data management.
- Understanding of the handling and preservation needs of archival records.
- Experience and ability to handle and respect sensitive and confidential information.
- Methodical approach, with an eye for detail and ability to concentrate for long periods.

Skills and Knowledge

- Good organisational and administrative skills and an ability to multi-task.
- Excellent inter-personal skills and an ability to work under own initiative.
- Excellent levels of literacy.

It would be desirable for the candidate to have some previous experience of working with volunteers, and a basic understanding of GDPR.