

Staging the Archive, Project Assistant

Staging the Archive is a collaborative and interdisciplinary project which explores new ways of engaging with and presenting the work of early twentieth century Black theatre makers in Britain. It focuses on a collection of plays by Black theatre makers held in the [Lord Chamberlains Plays Collection](#) at the British Library.

We are looking for a project assistant to contribute to this project through providing research assistance and administrative support.

As a project assistant, you will have at least an undergraduate degree in an arts and humanities discipline such as History, Drama or Performing Arts. You will also have some experience of working with archival resources, and excellent interpersonal communication skills.

The post-holder will work to a maximum of 410 hours/11 weeks between June and September 2023 at [Grade 6 at the University of Leeds](#). Specific periods of work will be determined by the Project Lead in accordance with the needs of the project. Flexible working is possible and much of the work will take place remotely. The project assistant will need to be able to get to the British Library at St. Pancras, London, on a regular basis to spend time researching in the Lord Chamberlains Plays Collection.

WHAT DOES THE ROLE ENTAIL?

As a Project Assistant, your main duties will involve:

- Identifying materials in the Lord Chamberlains Plays Collection at the British Library
- Transcribing key archival materials
- Reporting on progress in meetings regularly with the project lead
- Contributing to administrative responsibilities associated with the project
- Working collaboratively with project stakeholders (project members, theatre makers, curators, libraries)
- Undertaking necessary training

WHAT WILL YOU BRING TO THE ROLE?

- You will have or be working towards a postgraduate degree in an Arts/Humanities discipline
- Experience of research activity relating to Black history, Black studies, Cultural history, archive studies, drama, literature or performance studies.
- A demonstrable interest in Black cultural history
- An understanding of archival research and/or experience of using archives

- Excellent communication and presentation skills including a high standard of written and spoken English.
- Ability to work to deadlines and maintain a professional approach to all aspects of this role
- Awareness of ethical and data management protocols

HOW TO APPLY

Please submit a CV and covering letter outlining how your experiences make you suitable for the post to k.m.dossett@leeds.ac.uk by **5pm on 2nd June 2023**. Interviews will take place remotely the week commencing 12 June 2023. For further information about the role please contact Professor Kate Dossett k.m.dossett@leeds.ac.uk