



The Morris Federation – Archive Officer

JOB DESCRIPTION

Responsible to: Members of the Morris Federation

Internal Contacts: Committee & co-opted appointees.

External Contacts: Member Contacts, other non-member teams, other Morris and Folk Organisations.

Background Information

The Morris Federation is the largest association of self-governing morris teams in the UK, with around 500 current member teams. Its aims are to:

- a) encourage and promote morris and related activities, for anyone who wants to participate or to spectate,
- b) provide a channel of communication between member sides,
- c) encourage the improvement of standards of dancing and related activities among its members,
- d) encourage an environment for morris and related activities where all feel safe, welcomed and respected.

Summary Job Purpose

The purposes of the role are:

- (i) To be responsible for maintaining and indexing the MF archive.
- (ii) To assist with and encourage research activities.
- (iii) To handle enquiries about the archives.

Key Priorities

The key focus of this role will be to make a significant and lasting impact in this area:

1. Digitising and cataloguing the MF Archive.

Key Responsibilities

1. **Archive:** Manage and maintain the MF archive (physical & digital).
2. **Library:** Manage and maintain the Lending Library (physical & digital).
3. **Publicity:** Use of the archive to create physical and digital publicity materials; storing display boards, banners, etc.
4. **Research:** Use of the archive to support research activities.
5. **Assets.** To keep a track of the physical and digital assets above, some of which may be held by others.
6. Manage any other volunteers, as appropriate (some tasks may be delegated).
7. Attending quarterly committee meetings and annual Morris Federation AGM (usually last Sat in Sept).

Other opportunities may arise to become involved in MF initiatives and projects as time allows, and as personal interests appeal. In the past these have included:

- Printing publications to order.
- Scanning the archive.
- Preparation of publicity leaflets, posters, banners, social media, displays (physical & digital), 50th anniversary book, 40th anniversary CDs, Adderbury CD, videos, slide shows.
- Representing The Morris Federation at meetings including the Joint Morris Organisations, Morris Ring Annual Representatives Meeting, Open Morris AGM, English Folk Dance and Song Society (EFDSS) conferences, Association of Festival Organisers (AFO) conferences.
- Arranging workshops and events such as the Mastering Morris Performance Weekend, JMO Days of Dance.
- Supporting Zoom meetings and events.
- Copy editor and proof-reader.

PERSON SPECIFICATION

Good organising and planning skills, with an interest in social history.

Computer literate.

CONDITIONS

This is a voluntary role, working within a small Committee team.

The Committee meets 4 times a year, one of which is the day after the AGM, others are currently held virtually. You will be expected to attend all Committee meetings.

Reasonable travel and accommodation expenses are paid in line with the expenses policy.

HOW TO APPLY

Details of how to apply will be found on the AGM web page at: <https://www.morrisfed.org.uk/agm/>. You will need to complete a Committee Post Nomination Form, be proposed and seconded by a member(*) and submit the form and a photograph by the deadline stated.

** The classes of Membership are: Full Group / Junior Group / Full Individual / Associate / Honorary Life.*