



Archive Officer – Role

The Morris Federation is seeking a keen and enthusiastic Archive Officer. A voluntary role, working alongside others as a member of the Morris Federation Committee, you will lead on two projects:

1. Digitising and cataloguing our current archive. You will meet and work alongside other people who are passionate about both Morris dancing and archiving, whilst bringing our historic archive into the 21st Century.
2. Maintaining and updating our Notation Library, by collecting and collating both written (digital and physical) notation, as well as that in video format, to produce a living record of Morris dance traditions in development. You will work to produce and maintain a standard format of notation and will act as a point of contact for any queries arising on notation from our membership.

As a member of the Committee, you will also have opportunities to network with other like-minded people, including those from other organisations, and get involved with new initiatives. You will work as a team, supporting others on the Committee, and will be able to get involved in our wider activities, have your voice heard, and help shape the future of Morris and related activities.

Guideline 7 hours per week.

PERSON SPECIFICATION

The ideal candidate for this role will have a keen interest in social history, and will have good organisational and planning skills, as well as being a great team player, with good interpersonal skills. A high level of computer literacy is necessary.

CONDITIONS

This is a voluntary role, working within a small Committee team. You will be part of a team who support and encourage each other. A period of shadowing for handover is encouraged. You will be working with our current Committee members and co-opted volunteers: <https://www.morrisfed.org.uk/about/committee/>

The Committee meets 4 times a year, one of which is the day after the AGM, others are currently held virtually. Elected Committee members are expected to attend all Committee meetings. Co-opted Committee members are expected to attend part of the meeting to give an update on their activities. Elected and Co-opted committee members provide written updates for the Annual Reports to the AGM.

Reasonable travel and accommodation expenses are paid in line with the Expenses Policy:

<https://www.morrisfed.org.uk/for-teams/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.*

JOB DESCRIPTION

See next page.

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Responsible to:	Members of the Morris Federation
Internal Contacts:	MF Committee, co-opted and other volunteers
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 member teams. Its aims are to:

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

Summary Job Purpose

The purposes of the role are:

- (i) To be responsible for maintaining and indexing the MF archive and the dance Notation Library.
- (ii) To seek new items for the archive and for the dance Notation Library to contribute towards a record of social history.
- (iii) To assist with and encourage research activities.
- (iv) To handle enquiries about the archives and notation.

Key Priorities

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

- Digitising and cataloguing the MF Archive.
- Develop a prototype for a video format for Dance Notation.

Key Responsibilities

1. **Archive:** Manage and maintain the MF archive and the dance Notation Library (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, 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. Maintain a standard format for, and examples of, dance notation for other to use.
7. Be proactive in requesting dance notation from our membership.

General Responsibilities

1. Represent the interests of our membership in furthering the aims of the MF, see Officers responsibilities at: <https://www.morrisfed.org.uk/constitution/standingordersofficers/>
2. Attend quarterly committee meetings and our AGM (usually last Sat in Sept) and any EGMs.
3. Support MF initiatives including social media, web content, events, and projects as time allows.
4. Collaborate on materials and guidance for our members.
5. Assist other members of the elected and co-opted committee as required.
6. Maintain good relationships with other morris organisations and our other external contacts.

Other Opportunities

As a member of a Committee, other opportunities will arise to be involved in MF initiatives and projects as time allows, and as personal interests appeal. These might include:

- Suggesting new initiatives to support our aims.
- Attending our workshops and events, in person and online.
- Representing The Morris Federation at meetings and events including those of the Joint Morris Organisations, Morris Ring, Open Morris, English Folk Dance and Song Society (EFSS), and other organisations of which the MF is a member.