



The Southern Academy for the Performing Arts

**SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)
JOB DESCRIPTION**

Researcher/Archiver

SJD-2023-0117-HRA

TITLE: RESEARCHER/ARCHIVER	POSITION STATUS: CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/>
DEPARTMENT: ADMINISTRATION	SECTION: HUMAN RESOURCE AND ADMINISTRATION
REPORTS TO: HUMAN RESOURCES AND ADMINISTRATION COORDINATOR	SUPERVISES: N/A
INCUMBENT:	LOCATION: SAPA, SAN FERNANDO

PURPOSE

The Researcher/Archiver manages and analyses existing datasets and databases; produces technical reports and scientific publications; and organizes scientific collaboration within SAPA and between SAPA and partner organizations. Plans the activities associated with the preservation of Trinidad and Tobago’s oral and other intangible heritage and leads the implementation of the Archive of the organization.

Operational/Technical/Professional:

- Undertakes research, planning and evaluation exercises relative to promoting the objectives of SAPA.
- Plans, designs and implement research projects using current research methods and standards and a sound analytical framework.
- Conducts research and prepares comprehensive analytical and evaluative reports and findings.
- Designs and executes online surveys develops and maintains online surveys and database.
- Liaises and collaborates with other Research Units in Government Ministries and Departments, quasi government bodies and private organizations on performing arts locally and globally.
- Supports the organization by developing the research strategy and working to develop a robust operating framework for commissioning and managing research.
- Gathers, analyses, and disseminates relevant research information to internal and external stakeholders through seminars, reports, blogs, and articles.
- Inputs and manages data on the organization wide systems and databases and acts as a source of information and advice.
- Processes new and historical records, associated archival collections and personal papers; arranges, describes, and preserves archival collections.
- Advises on workflow improvement, policy-setting, and technologies and tools related to archival arrangement and description.
- Provides input on logistics and resource allocation for archival collections.
- Manages and archives all original content produced by internal orchestras and performing companies and is the centralized holder of all archives from Lighting, Stage and Theatre Technicians.
- Manages all archives from the Audio, Lighting, Stage and Theatre Units and ensures effective storage and record keeping. Analyses archives for patterns, standards and leading practices and reports on same.
- Makes all arrangements for copywriting of intellectual property produced by SAPA that protects original works of authorship as soon as SAPA creatives fix the work in a tangible form of expression.



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- Oversees all archiving throughout the organization and artwork, contributing towards the significant theatre archive.
- Collaborates with internal and external stakeholders to devise and implement digitization for selected archival collections.
- Ensures the maintenance of a system of safe-keeping records and data using modern and up to date records management techniques.
- Leads the creation and management of records retention schedule for SAPA and provides support in the planning, scheduling, and implementing records retention workflows.
- Coordinates the transfer of records scheduled for retention by the archives.
- Communicates and interacts with SAPA records creators and custodians to determine record and information management needs.
- Analyses costs/benefits of using archival management systems and communicates findings to relevant authorities.
- Executes any other related duties as assigned.

KEY RELATIONSHIPS

Internal: Administration, Operations.

External: Libraries, Universities, Professional bodies, government authorities and regulatory bodies, suppliers/contractors, and External Consultants.

PERSON SPECIFICATION

Education:

- A Bachelor's Degree in Statistics, Library Science, Knowledge Management, or any other Social Science degree.
- Recognized certificate in archiving studies is required.

Experience

- A minimum of four (4) years' experience in a similar role.
- Experience in the handling and management of large datasets (including documentation such as data sharing agreements and metadata management).
- Experience using the following software packages MS Office (Word, Excel, Access, PowerPoint, MS Project) SPSS, STATA or similar statistical applications.
- Academic/research library experience in Archives/Special Collections Archival processing experience including accessioning, arrangement, and finding aid creation.

JOB COMPETENCIES:

Knowledge/Skills

Knowledge of: Modern methods and techniques of information gathering, presentation and dissemination, statistical software e.g. (SPSS), Archival Processing, Records Management, Digital Scanning, Web-Archiving, Knowledge Management, relevant descriptive standards for archival collections, current trends and developments in archives and records management, managing original content, copyrighting.

- Teamwork
- Research and Analytical Skills
- Customer Service
- Time Management



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- Planning and Organizing
- Relationship Management
- Communication (oral & written)
- Technical and Professional Skills

KEY ATTRIBUTES:

- Attention to detail, requires being careful and thorough about details, recognizing the impact of decisions.
- Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks.
- Excellent interpersonal, organizational, written, and oral communication skills.
- Good organizational and planning skills and an ability to adhere to deadlines.
- Ability to use applicable information technology and systems to meet work needs.
- Ability to identify, investigate and research issues.
- Ability to collate, prepare and present information and releases for use by the various media.
- Ability to express ideas clearly and concisely, both orally and in writing and deliver presentations with influence.

WORK ENVIRONMENT

- This job operates in a professional office environment. This role routinely uses standard office equipment.