**Role Title: Trainee Archival Sound Technician (Alexander Graham Traineeship)**

**Reporting to: Sound Collections Curator**

**Salary: £17,693**

**Role purpose:**

This is a one year trainee opportunity to develop skills, knowledge and understanding about the care, preservation, digitisation and use of archive sound materials.

**Duties and Responsibilities:**

The trainee will work closely with the supervisor, other colleagues and external trainers and/or experts in the field to improve their knowledge and understanding of materials, processes and practice in the sound archive. Sample duties include:

* Cleaning and re-housing shellac discs
* Disc conservation
* Wavelab editing and restoration
* Digitisation of analogue sound to archival standards
* Digital preservation of archive sound

The trainee will also take on a three-month project where they will, supported by their supervisor, devise, plan, implement and evaluate a piece of technical work on part of the sound collections.

The trainee will be encouraged to attend external events and to meet with other professionals in the sound field in order to enhance their knowledge and extend their range of contacts. The post also includes employability support to help the trainee make the best use of the experience and to make a smooth transition to the next stage in their career.

**Core Competencies**

**Delivering Results (Core)** – Take personal responsibility for achieving the right results for the Library

**Customer Focus (Core)** – Understand and, within our capability, meet actual and potential internal and external customers’ needs

**Collaborative Working (Core)** – Working together effectively to achieve common goals through sharing skills, knowledge and information. Collaborating with others to improve services and reduce costs

**Person Specification:**

**Skills, abilities and knowledge:**

**Essential**

* Determination to succeed in making a professional career working with sound
* A commitment to learning and a willingness to put new learning into practice
* An open-mind and a willingness to take on new challenges and find new opportunities
* An interest in learning about archives and how the heritage of sound can support working with sound in the 21st Century

**Experience**

**Essential**

* No previous employment experience is required for this post but candidates should be able to provide good evidence of their interest in working with sound
* Practical experience of sound production, engineering or design in an academic or personal context

**Educational Requirements /Qualifications**

**Essential**

* A recent qualification in sound production, engineering or design
* A good standard of written/spoken English
* A good standard of numeracy

**Further Information:**

Applications to be submitted via our recruitment site:

[http://www.the Library.engageats.co.uk/Welcome.aspx](http://www.nls.engageats.co.uk/Welcome.aspx)

Applicants are asked to provide a written statement showing how they match the person specification and to demonstrate the value and relevance of their personal qualities and experience to the post.

**Selection Procedures:** The applicants who best meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.