

Archive Assistant (Warburg Inst London)

The Warburg Institute

An Archive Assistant is required half-time (17.5 hours) for two years to work in the Archive of the Warburg Institute. The Archive comprises the working papers and correspondence of Aby Warburg and his successors as well as of a number of closely associated scholars including Frances A. Yates, together with the Institute's records from its inception to the present day. The possibility exists of complementary project work as cataloguer with the archive of E. H. Gombrich (see below).

Duties of the Archive Assistant will include registering, calendaring and cataloguing papers and entering records on the database (CALM); assisting readers with enquiries and with their research (this may include transcription and translation of documents held in the Archive); checking archive material for conservation purposes; making archive boxes available to readers and reshelfing after use; photocopying in line with regulations for photocopying of Archive material; assisting with orders for photographic material and liaison with the Photographic Collection.

A good knowledge of German and a knowledge of German Schrift are required.

The appointment will be to Level 3 of the scale for clerical and related administrative staff. The scale currently runs from £17,877-£21,398 per annum for full-time staff including London Allowance. The salary for the part-time post of Archive Assistant (17.5 hours) would thus be between £8,938.50-£11,592 per annum including London Allowance.

Further details on the Institute, the post and the method of application should be obtained from the Institute's website <http://warburg.sas.ac.uk/> or from the Secretary and Registrar, The Warburg Institute, Woburn Square, London WC1H 0AB. Telephone: 020 7862 8949. E-mail: Anita.Pollard@sas.ac.uk.

Closing date for receipt of applications: 27 November 2007.

Archive of E. H. Gombrich: An archive is to be created at the Institute comprising the working papers, correspondence and related matter of the late E. H. Gombrich. The literary executors of the Estate are seeking a part-time cataloguer for a fixed term to sort the material and prepare an outline catalogue. This work could be undertaken simultaneously with the post of Archive Assistant or could be undertaken independently. A good knowledge of German is essential and a working knowledge of Italian would

be useful. Further details should be obtained from Ms Leonie Gombrich, 6 Celia Road, London N19 5ET. E-mail: leonie.gombrich@virgin.net.

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Reference:

JOB: Archive Assistant (Warburg Inst London). In: ArtHist.net, Nov 1, 2007 (accessed Aug 12, 2025), <<https://arthist.net/archive/29790>>.