

# Project Documentation Officer

## 1. Job Summary

<b>Job Title</b>	Project Documentation Officer
<b>Responsible to</b>	TRACS Director
<b>Location</b>	TRACS office, Scottish Storytelling Centre, Edinburgh

## 2. Job Purpose

Reporting to the TRACS Director, the Project Documentation Officer’s primary role is to collate and disseminate material generated through the People’s Parish project.

Additional elements include recording TRACS’ activities and developing systems around the archiving of TRACS’ holdings of audio, visual and printed materials.

## 3. General Terms and Conditions

<b>Hours</b>	0.8 FTE (28 hours, 4 days per week)
<b>Contract</b>	Fixed term, 12 months
<b>Location</b>	TRACS office at the Scottish Storytelling Centre, Edinburgh
<b>Salary</b>	£24,000 per annum (Officer grade £30,000 pro rata)
<b>Holiday Entitlement</b>	26.4 days per annum (33 days pro rata, inclusive of public holidays)
<b>Pension</b>	Auto-enrolment pension scheme with NOW: Pensions; contribution set at 4.5% for both employer and employee (9% total)
<b>Probationary period</b>	1 month

### TRACS: Traditional Arts and Culture Scotland

Registered Office: Scottish Storytelling Centre, 43-45 High Street, Edinburgh, EH1 1SR  
 Scottish Charity No. SC043009      VAT Registration No. 269 2679 51



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## 4. Key Duties and Responsibilities

### a. People's Parish (PP) - see 'About TRACS' below

Working with the Director, the People's Parish Project Lead, and freelance People's Parish fieldworkers to:

- collate material generated through PP
- archive and organise material (tangible and digital) generated by TRACS' PP projects
- upgrade the PP website
- support PP fieldworkers in using audio-visual equipment to document their work, including basic training on capturing and processing digital materials for wider reuse.
- develop good practice guides on creative community use of archival and newly collected material to revitalise traditions and inspire new work

### b. Support for TRACS

Working with all TRACS staff to:

- extract a range of information including statistics, audiovisual capture, project logging, which will contribute to evaluation and reporting
- document projects developed by TRACS and the art form Forums, including some organisational archiving of past activities and existing collections
- extract useful information from these activities and collections and work with TRACS colleagues to promote wider awareness of TRACS' work

### c. Scottish Traditional Music Archive (in development)

Working with the Director to:

- continue the scoping of archiving systems which will support future access to knowledge across the traditional art forms
- maintain and develop the Scottish Traditional Music Archive Directory
- maintain and organise current archive holdings

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## 5. Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Undergraduate degree or equivalent level of professional experience commensurate with the requirements of the job</li> </ul>	<ul style="list-style-type: none"> <li>Archiving/librarianship qualification</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Website content management - specifically Squarespace and WordPress</li> <li>Database management (Excel, Google Sheets)</li> <li>Experience of working on a range of AV equipment and software (e.g. audio recorders, stills and video cameras; software such as Audacity, Logic Pro X, Pro Tools, Final Cut Pro, Adobe Premiere, DaVinci Resolve)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in archival or library settings</li> <li>Project management</li> <li>Knowledge of the traditional arts in Scotland</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>Good verbal and written communication skills</li> <li>Excellent organisational and administrative abilities</li> <li>Ability to manage own time and resources to achieve deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of current archiving and accessioning practices</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Personal and professional integrity</li> <li>Trustworthy with confidential information</li> <li>Team player, with the ability to anticipate problems and show</li> </ul>	<ul style="list-style-type: none"> <li>A commitment to the traditional arts</li> </ul>

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	initiative for problem-solving and generating new ideas	
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## About TRACS

TRACS is a co-operative network which champions our shared traditions of music, song, storytelling, dance, crafts, customs and local languages.

Bringing together three artform forums - Traditional Music Forum, Scottish Storytelling Forum, Traditional Dance Forum of Scotland - TRACS exists to empower communities across Scotland to discover, develop and practise their unique traditional arts and heritage as part of our everyday life.

As an accredited NGO advisor to UNESCO on Intangible Cultural Heritage, we celebrate the local distinctiveness of Scotland's places: our shared living heritage.

TRACS is supported by Creative Scotland and the City of Edinburgh Council.

TRACS commits itself to meeting the aims and commitments set out in its Equality, Diversity and Inclusion Policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

TRACS is an accredited Living Wage Employer, committed to paying a wage based on the cost of living to our staff.

This role is supported by funding from the Scottish Government's Culture Collective programme via Creative Scotland.

### Key areas of work:

- Intangible Cultural Heritage
- Scottish International Storytelling Festival
- Forums' annual programmes
- The People's Parish
- Traditional arts mentoring programme
- Scottish Traditional Music Archive

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## About The People's Parish

The People's Parish (PP) is a TRACS initiative set up to enable local communities to explore local traditions and intangible cultural heritage based on the principle of celebrating people and place. The People's Parish engages practitioners as 'Creative Fieldworkers' to collect local community stories and folklore and co-produce creative outcomes. We have worked in 14 communities across Scotland to date.

## Further information:

- [tracscotland.org](http://tracscotland.org)
- [peoplesparish.scot](http://peoplesparish.scot)
- [stma.directory](http://stma.directory)
- [sisf.org.uk](http://sisf.org.uk)
- [traditionalmusicforum.org](http://traditionalmusicforum.org)
- [tdfs.org](http://tdfs.org)
- [storytellingforum.co.uk](http://storytellingforum.co.uk)
- [scottishstorytellingcentre.co.uk](http://scottishstorytellingcentre.co.uk)

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