



Guidance on employing an Archivist.

This guideline aims to provide information on the qualifications required to work as an Archivist in Ireland, the salary recommendations and where to circulate a job advertisement.

(All information correct as of November 2024 in regards salary recommendations).

1. Qualifications, skills and abilities

1.1. ARA-accredited post graduate course

You are seeking to employ someone who has an ARA accredited qualification in Archives and Records Management. The ARA (Archives and Records Association) is the leading professional body for the record-keeping sector in the UK and Ireland. The below universities and courses have been accredited by the ARA:

- Aberystwyth University
- University College Dublin
- University of Dundee
- University of Glasgow
- University of Liverpool
- University College London

In addition, there are several courses which are now closed or suspended. Graduates of these courses should be viewed as having an ARA accredited qualification. These are as follows:

- Bangor University - Masters in Archive Administration 1985 to 2002.
- Northumbria University - MSc in Information and Records Management 1999 to 2018.
- Maynooth University - Masters in Historical Archives 2015 to 2020 currently suspended.
- Society of Archivists - Diploma in Archive Administration closed in 2005.
- University College Dublin - prior to 2006 the only available accredited course was a Diploma. The course was upgraded to a Masters in 2006.

Further information can be found on the ARA website at the following link:

<https://www.archives.org.uk/a-career-in-recordkeeping>

1.2. Other skills and Abilities

In addition, other skills and abilities could be useful such as:

- Post qualification experience in a professional role is desirable.
- Previous experience working in a religious archive is desirable.
- IT skills.
- Able to work autonomously and as part of a team.

2. Salary Recommendations

The ARA Pay Review Group have issued Salary Recommendations for Archivists. ARA believes that salaries should reflect the skills, expertise and qualifications required to perform the duties of the post regardless of employer, sector or job title. For salary recommendations and guidance for freelancers please refer to the following summary: <https://www.archives.org.uk/careers/salary-recommendations.html>

There are 5 categories outlined in the recommendations, but it is likely that the categories of Lower Management Level 1 or 2 will be the most relevant which are outlined in the below table.

ARA Pay Review Group: Salary Recommendations ¹		
Level	Salary	Description
Lower Management: Level 1	£30,233-£35,832	Archivist is responsible for a discrete area of work/delivers on short term targets. Basic level of responsibility.
	or €32,438-€37,845	Recently completed a specialist degree and/or qualified as a Foundation Member of the ARA.
Lower Management: Level 2	£35,832 / €37,845	Archivist is responsible for a discrete area of work/delivers on short term targets. Recently completed a specialist postgraduate degree. Will manage some resources, people and/or services; possibly working towards qualification as a Registered Member of the ARA.

3. Where to circulate a job advertisement?

¹ Details are per ARA guideline on Salary Recommendations 2022/2023:

https://static1.squarespace.com/static/60773266d31a1f2f300e02ef/t/636a1ab04034b203914848c5/1667898033182/20221026_Pay_Review_Group_-_Annual_Pay_Review_-_2022-23-final.pdf

To circulate a job advertisement, contact the below Associations who will email it directly to their members:

- Archives and Records Association, Ireland (ARA, Ireland): info@araireland.ie
- Association for Church Archives of Ireland: acaireland@gmail.com

In addition, Dr Elizabeth Mullins who is the Director of the MA in Archives and Records Management programme in UCD will circulate a job advertisement to past pupils. Dr Mullins can be contacted via email on elizabeth.mullins@ucd.ie.

Please feel free to reach out to any member of the AMRI Shared Archives group if you need further help or guidance.