

Job Title:	Archive Assistant (fixed-term, part-time)
Organisation:	Council for British Research in the Levant (CBRL)
Location:	CBRL Kenyon Institute, 32 Mount of Olives Road, Sheikh Jarrah, East Jerusalem (NOTE , this role requires on-site presence at the Kenyon Institute. Applicants must independently ensure their lawful ability to commute to and work at the institute on a consistent basis).
Contract Type:	Fixed term; 3 months
Hours:	Part time; 2 days per week
Salary:	3,200 NIS per month (gross)
Start date:	1 st November 2026

About CBRL

The Council for British Research in the Levant (CBRL) is a learned society working with the countries, peoples and societies of the Levant to advance public education through promoting and disseminating research in the humanities, social sciences and related subjects. CBRL operates two institutes in the region: The Kenyon Institute in Jerusalem and The Amman Institute, both of which have libraries and extensive archives.

Job description

Under the leadership and supervision of CBRL's Kenyon Institute Senior Archivist Mr Qasem Abu Harb, the Archive Assistant will receive training and guidance to:

- Digitise archival materials held at the Kenyon Institute including photographs, slides and documents following international standards and institutional procedures.
- Contribute to the production of metadata for the digitised materials.
- Prepare final reports on archival material.
- Assist Kenyon Institute staff as required.
- Any other ad hoc duties which relate to assisting the Senior Archivist in relation to the digitisation of specific archival material.

Person Specification

Essential

- Minimum 1-year Archival experience including digitisation and metadata production.
- Experience of handling historical archival materials.
- Familiarity with cataloguing databases and digital.
- High competence with excel, word and other relevant software.
- Excellent Arabic (spoken, written).
- Good English (spoken, written).
- Ability to work well with others and take directions.

Application Process

Deadline for applications: 5pm 25th September 2026.

Please submit your application to recruitment@cbrl.ac.uk

Applications must be submitted in English and should include:

- A current CV
- A cover letter outlining how your experience to date makes you a strong candidate for the role; any other job responsibilities or commitments you hold, given that this is a two-day-per-week position; and how this opportunity aligns with your future career aspirations.

Interviews will take place in October. The successful candidate is expected to begin the role on 1st November 2026.