



**HENRY MOORE
FOUNDATION**



Archivist / Archive Manager
Henry Moore Studios & Gardens
Information for Candidates
October 2026

Advertisement

Archivist / Archive Manager

Full time (35 hours/week)

Salary: £36,000 - £42,000

Plus 12.5% employer's pension contribution

Location: Henry Moore Studios & Gardens

Perry Green, Much Hadham, Hertfordshire SG10 6EE

The Henry Moore Foundation is a charity founded by the artist in 1977 to encourage public appreciation of the visual arts. We hold the largest collection of artworks by Moore, from monumental bronzes to carvings, and drawings to tapestries, and an archive containing over three-quarters of a million items. The Foundation is head-quartered at Moore's former home in the tranquil hamlet of Perry Green, mid-way between London and Cambridge. Here, our visitors can experience the studios where Moore created his remarkable works, many of which are displayed onsite, and which also tour in national and international exhibitions.

Reporting to the Senior Curator of Collections & Research, this vital role oversees the preservation and management of the collections of the Henry Moore Archive, and both initiates and supports a wide range of research, engagement activities and publications working with Henry Moore Foundation staff, external researchers and the public.

Supported by the Archive Collections Coordinator and the Digital Image Coordinator, and working closely with colleagues tasked with the conservation, digitisation, dissemination and licensing of the collections, the post-holder is one of the Foundation's key specialists in Henry Moore.

The post-holder plays a central role in the dissemination of the Foundation's knowledge, participation in professional networks and to ensure that the Archive is publicly impactful and outward facing. They work closely with colleagues across the organisation to support creatively and proactively income generation from licensing and public programmes.

The successful candidate will hold an arts degree plus ideally a relevant post-graduate qualification in Archive Administration, Archives and Records Management, Information Management or a related discipline, together with practical experience in archive management and cataloguing. They will have strong organisational and communication skills, experience in digital records management and skills in and experience of supervising staff, volunteers or projects, and the ability to contribute to the ongoing development of the archive service.

Further information about The Henry Moore Foundation and our programmes is available at our website: henry-moore.org

Please return your completed form to the HR team at recruitment@henry-moore.org by **Monday 16 November 2026, 9:00.**

Interviews will take place for shortlisted candidates in Perry Green, Hertfordshire on **Wednesday 25 November 2026.**

1. About the Henry Moore Foundation

The Henry Moore Foundation was established by one of the great sculptors of the twentieth century. Today it is the largest artist-endowed grant-giving foundation in Europe. At The Foundation, we would like as many people as possible to enjoy and appreciate sculpture and in particular the work of Henry Moore. We want to inspire and inform people of all ages and backgrounds, whether they have an interest in the arts, are studying sculpture or visiting with their family for a day out. We want to extend our reach to worldwide audiences through international touring of our collection, and to support the development of sculpture through our grants programme.

The Foundation is overseen by a Board of Trustees, with day-to-day management being delegated to the Senior Management Team. We employ around 100 people across our two sites in East Hertfordshire and Leeds and are privileged to be supported by 50+ volunteers each year.

The team is encouraged to uphold our core values: Generous & Inclusive; Respect & Value; Visionary & Creative.

2. Henry Moore Studios & Gardens, Perry Green

Perry Green is the small hamlet near Much Hadham in rural East Hertfordshire, where Henry Moore made his home. Moore lived in Hoglands with his family for nearly half a century and created his extraordinary sculptures, prints and drawings in the various studios within the grounds. In 1977 Perry Green became the headquarters of the Henry Moore Foundation.

We welcome 16,000 to 20,000 visitors, plus 2,000 school children to Henry Moore Studios & Gardens each year, where they experience Moore's home and studios and learn about his monumental bronze sculptures sited in the natural environment as he preferred. Our grounds cover 72 acres of beautiful countryside, from natural meadows and woodland to formal gardens.

Perry Green is home to the Henry Moore collections consisting of over 20,000 objects, including monumental bronzes, wood and stone carvings, maquettes, drawings, graphics, tapestries and textiles, plus the Henry Moore Archive containing over three-quarters of a million items collected throughout the artist's life and up to the present day. We support research into Henry Moore and organise a busy programme of national and international loans and exhibitions each year, introducing Henry Moore to thousands of people worldwide.

We opened a state of the art archive building designed by Hugh Broughton Architects in 2016. More recently we have worked with DSDHA architects to successfully extended the Sheep Field Barn Gallery to accommodate a refurbished exhibition gallery with new learning and activity spaces. This facility opened to the public in April 2026, being warmly received by press and visitors alike.

3. Henry Moore Institute, Leeds

The Institute is firmly rooted in Leeds, where we work in partnership with Leeds Art Gallery to manage the sculpture collection and archive of Leeds Museums and Galleries, a collaboration that has built one of the strongest public collections of sculpture in Britain. The Institute is a world-recognised centre for the study of sculpture, where we aim to make a significant impact on the future of art history, placing sculpture right at the centre. We achieve this through a programme of exhibitions, engagement and research that consistently re-thinks how we understand sculpture today, continuing Moore's legacy by making sculpture a necessary and relevant part of contemporary culture.

The archive of sculptors' papers and artefacts in Leeds is managed by the locally based Archivist.

In 2024 the Institute underwent an ambitious refurbishment project, delivering elevated spaces and offering an enhanced experience for our audiences.

The Institute attracts around 100,000 visitors each year with free admission and offers a busy programme of research and engagement activities.

4. Grants

Our grants programme continues Moore's legacy by supporting the growth and development of sculpture (historical, modern and contemporary) and through funding research that expands the appreciation of sculpture. The reach and impact of our grants programme, including the annual Artist Awards, is important to the Foundation.

5. Aims of the Foundation

The Foundation has adopted a new set of aims that will inform strategic decision-making and allocation of resources over the next five years 2026-31:

- a. Unify our activities across the Foundation to deliver streamlined, integrated programmes.
- b. Establish ambitious partnerships that elevate The Foundation's role as a global authority on sculpture and extend our impact.
- c. Place audiences at the heart of all we do – ensuring our work reaches and inspires the greatest number of people through meaningful engagement and access.
- d. Empower the study and development of sculpture by connecting world-class research, radical creativity and compelling storytelling.
- e. Futureproof and sustain the Foundation: financially, artistically, environmentally and organisationally.
- f. Embrace digital innovation in all we do.

6. Principal Aims of Role

The Archivist/Archive Manager plays a key role in developing and promoting the Henry Moore Archive, ensuring it reaches and engages a wide range of audiences. Working collaboratively across the Foundation, the postholder lead initiatives that enhance access to the collections, support research and learning, contribute to public programmes, and identify opportunities to maximise the Archive's value through licensing and other income-generating activities.

7. Job Description

- In consultation with the Senior Curator of Collections & Research (SCCR) and other colleagues, coordinate the care, management and cataloguing of the Henry Moore Archive's physical and digital collections, including images, audio and video, correspondence, publications, newspaper cuttings and other ephemera.
- Ensure the Archive adheres to the Foundation's agreed collection management standards and procedures, focusing on the care and conservation of the paper-based

archive materials, including books, journals, catalogues, newspaper cuttings, images and correspondence, and compliance with the relevant GDPR and copyright legislation.

- Oversee the ongoing digitisation of the collections and remote access to digital catalogues and resources, to ensure that the Archive is publicly impactful and outward facing, both on site and online.
- Work with the SCCR on public engagement activities and support gallery displays as required; such activities may include internal and external seminars, gallery talks, guided tours, publishing and digital delivery.
- Ensure efficient communications with and assistance for researchers and all users of the Archive, including Henry Moore Foundation (HMF) employees.
- Support income generation through licensing initiatives promoted by HMF or received through DACS (the Design and Artists Copyright Society), providing creative and proactive input and timely access to the relevant materials.
- Identify new projects (e.g. the Oral History Programme) in liaison with the SCCR, managing their delivery and ensuring that projects contribute to the wider research and public programmes.
- Further specialist areas of expertise by undertaking research and publication projects as appropriate.
- Manage the Archive team, ensuring efficient day-to-day work programmes informed by priorities based on the Five Year Plan, conservation needs, legal requirements and demand for different uses of the collections.
- Prepare and regularly review policy documents and manuals for all relevant areas of the Archive and contribute to reports for the quarterly meetings of the Board of Trustees, as well as departmental and other staff meetings.
- Supervise volunteers as required, working with the HR team regarding their recruitment and training.
- Any other duties that may reasonably be required.

8. Reporting

The postholder reports to the Senior Curator of Collections & Research.

9. Line Management

- Archive Collections Coordinator
- Digital Image Coordinator

10. Person specification: [E] essential, [D] desirable

- A degree in History of Art, History, Conservation or other related subject [E], and a postgraduate qualification accredited by the Archives and Records Association (ARA) or relevant postgraduate qualification in Library and Information Science [D].
- Demonstrable experience and background working in an archive [E] and/or certification with a professional body such as CILIP [D].
- Good understanding of national and international archival standards and their practical application [E].

- In-depth understanding of the handling and preservation needs of a modern archive and records [E].
- Ability to think creatively and innovatively about public impact and income generation opportunities [E].
- Demonstrable experience of line managing either staff or volunteers. [E]
- Good general IT skills [E] and experience of specialist cataloguing software such as TMS [D].
- Good knowledge of GDPR and copyright legislation [D].
- Excellent interpersonal skills [E].
- Excellent written and verbal communication skills [E].
- Outstanding accuracy and attention to detail [E].
- Excellent organisational and time management skills and the ability to prioritise tasks to meet deadlines [E].
- Self-motivated with the ability to manage own workload as well as work as part of a team [E].

Additionally, we expect all employees at the Henry Moore Foundation to share and work to our core values:

- Generous & Inclusive: work together, share across teams, nurture relationships and enable others.
- Respect & Value: be ethical, respect differences, listen to others and acknowledge effort.
- Visionary & Creative: forward thinking, enthusiastic, keep learning, inspire and engage others.

11. Basic Terms and Conditions

- This is a full-time permanent position.
- The selected candidate will be required to provide a passport and proof of address or other evidence to show that they are eligible to work in the UK.
- The salary offered for this position will be £36,000 - £42,000 per annum depending upon experience.
- The normal working week is 35 hours.
- 25 days paid leave per annum plus bank holidays in England, plus any additional leave which is at the discretion of management (usually the three working days between Christmas and New Year when the Foundation's offices are closed). The leave year runs from 1 January to 31 December.
- New eligible employees will be auto-enrolled into the Foundation's Group Personal Pension Scheme (currently with Scottish Widows) into which the Employee is required to contribute 5% and the Employer will contribute 12.5%. All employees are advised to make contributions into a pension scheme. You may opt out if you chose to do so. Further details will be given to appointed candidates.
- Subject to acceptance by the insurers and compliance with the rules of the scheme, permanent employees are entitled to join the Employer's group life insurance scheme and group income protection scheme.

- Probationary period of 4 months.
- Notice period of two calendar months or one week during the probationary period.
- The place of work is the Henry Moore Foundation, Henry Moore Studios & Gardens, Perry Green, Much Hadham, Hertfordshire, SG10 6EE. The appointed candidate is required to work onsite to support the needs of visitors and the public programme, however an application may be made to work occasional days at home under the terms of the Foundation's Hybrid Working Policy. Occasional travel may be required in the course of this role. All travel expenses will be reimbursed in accordance with the Foundation's Expenses Policy.
- The selected candidate will be required to undertake a DBS (Disclosure and Barring Service) check before employment will be confirmed; employment will not be unreasonably withheld, but if the DBS check discloses any findings that are relevant to the employment and which were not declared on the job application form or at the time of an offer of employment, then this may result in the withdrawal of an offer of employment.

12. Staff Benefits

- We want everyone to be the very best that they can be and we will work closely with you to agree some clear performance goals, which provide you with continual development. We support you on your development at work and your career goals.
- Enhanced benefits for maternity, paternity and adoption pay subject to eligibility.
- Time off for family emergencies (unpaid) and compassionate leave (paid) is awarded in the unfortunate event of the death of a direct family member.
- Free access to our 24-hour confidential personal assistance and counselling scheme offering a wide range of support services, e.g. managing money, retirement, returning to work after a break, bereavement, advice with caring for relatives, divorce, abuse, etc.
- Company sick pay (includes SSP) on the completion of 6 months' service.
- Income Protection insurance covers you should you be unable to work beyond the duration of your Company sick pay (subject to HMF terms and conditions and acceptance onto the scheme by the insurers).
- Life insurance covers you should you die while in our employment (subject to HMF terms and conditions and acceptance onto the scheme by the insurers).
- Vouchers for a free eyesight test for DSE (Display Screen Equipment) users.
- Free admission vouchers for family and friends to use during our open season to Henry Moore Studios & Gardens.
- Interest-free loan of up to £1,000 to assist with the purchase of annual travel tickets, a car or bicycle.
- 20% Discount in the HMF book/gift shops and 10% discount in the Henry Moore Studios & Gardens café.
- Permanent accommodation is not provided with this role, but short term bed-sit accommodation may be available on site at a modest rent to support relocation if required; this is not part of the remuneration package.

13. Practicalities of Working at Perry Green

The Foundation's offices are set in a beautiful rural location, but this means that you need to have your own transport to get to work. The local bus service is extremely infrequent, and the nearest bus stop is 1.5 miles away. (See our Interest free loan to assist with transport costs). There are no shops in Perry Green, so employees bring their own lunch to work.

14. Application Process

If you are interested in this position and, having read the job specification, you have the credentials to meet the requirements of the role, we would be delighted to receive an application from you. An application form is attached. When completing the application form it would be helpful if you could address the requirements of the person specification and tell us about any gaps in your employment history. Thank you.

Further information about the Henry Moore Foundation and our programmes is available at our website: henry-moore.org

If you have any questions about the position, the Foundation or the recruitment process, you are welcome to contact our HR Manager, Emma Sweetland, for an informal discussion on: 01279 843333 Ext 225.

Please return your completed application form (no CVs please) to Emma Sweetland at recruitment@henry-moore.org by **Monday 16 November 2026, 9:00**.

Interviews will take place for shortlisted candidates in Perry Green on **Wednesday 25 November**.

Shortlisted candidates will be required to bring the following to the interview:

- Proof of address: e.g. driving licence, utility bill or bank statement (with numbers redacted).
- One of the following: (i) passport, (ii) certificate of Settled Status, (iii) residency permit, or (iv) work visa.

Thank you for your interest in the Henry Moore Foundation.

The HR Team, Henry Moore Foundation