

ARC Jobs Board



Archives and Records Association Jobs Board

COSTS

Direct email & listing on online jobs board	£450
Single advertiser email & listing on online jobs board	£1,250
Social media promotional post	£100 per post
Social media posts go out 3 days after the first mailing of jobs.	£250 for three
Homepage banner advertisement for a week	£200

PRODUCTION CHARGES

Preparation of artwork & typesetting	£55
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If we are creating the ad for you, please send over the following:

1. Logo (jpeg or png)
2. Advert text (word file)
3. Salary*
4. Closing date
5. Job description (if available)
6. Link to the job advert on your website.

ARTWORK SPECIFICATIONS

NEWSLETTER

HALF PAGE	width x height (mm)
Landscape	190 x 130
Portrait	90 x 270

QUARTER PAGE	width x height (mm)
Landscape	190 x 60
Portrait	90 x 130

EIGHTH	width x height (mm)
Trim Size	90 x 60

WEBSITE

Homepage Banner	width x height (px)
	1980 x 250-350

All artwork must contain:

1. Logo (jpeg or png)
2. Advert text (word file)
3. Salary*
4. Closing date
5. Job description (if available)
6. Link to the job advert on your website.

RATE CARD 2024



SALARY RECOMMENDATIONS

The Archives and Records Association (UK & Ireland) recommends that the minimum salary paid to archivists, archive conservators, records managers and information governance specialists that have recently completed a specialist degree in archives and records and/or qualified as a Foundation Member of the ARA should be £28,256. The association published recommendations on the expected salary ranges for all tiers of management, from para-professionals to senior, and more experienced staff, that reflect the skills and importance of recordkeeping roles – including conservators. Full details can be found here.

The ARA recognises that it will take time for some employers to incorporate its recommendations, so will continue to accept adverts in ARC Recruitment for posts that fall below these levels and in order to ensure that members are aware of opportunities in the sector. At the same time, we will indicate in such adverts that the salary does not meet our recommended minimum for the experience or skills that the employer is seeking.

The ARA are the Archives and Records Association with over 2,400 members and over 200 institutional members, which employ many of the remaining individuals.

Overall, there are an estimated 3,000 archivists and record managers in the UK and Ireland.

The ARA is the place to advertise your archivists and records jobs. The ARA has a dedicated jobs board where your roles can be advertised plus a weekly newsletter sent out to all ARA members.

An advertisement placed across ARC Recruitment is the only efficient and cost-effective way to reach this niche target audience, ensuring quality responses from quality jobseekers.

10,000
monthly jobs board viewers

"We are very happy with the results of advertising in ARC Recruitment. We received applications from a good range of candidates, and we had more than one appointable candidate. This was a very successful advert"
Declan Kelly, Church of England

CONTACT US

ADVERTISING SALES

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ARTWORK STUDIO

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* Salary does not need to be included on the ad, but we do need to know so we can mark it above or below or salary recommendations. Please see recommendations above.