

MUSEUM OF THE HOME

Job Description

Job title: Collections Assistant
Salary range: £20,000 - 4 day per week (£25,000 full time equivalent)
Reporting line: Curator

Job Purpose

The role will help develop and diversify access to the Museum's collection, archive and collections library through a mixed-model of public bookings, public programming, artist and academic residencies and other creative partnerships from across the sector.

Main Responsibilities

- Support Collections Library bookings and engaging with researchers and artists
- Maintain and develop documentation of the collections
- Assist in writing, reviewing and updating collections management procedures
- Conduct gallery maintenance, daily environmental monitoring, preventative conservation, and bug and pest monitoring
- Assist in monitoring and responding to enquires sent to the shared email Curatorial inbox
- Support the curatorial team with filing journals and cataloguing library acquisitions
- Edit and improve catalogue records with a focus on accessible terminology
- Assist with the creation of volunteer roles to work with the collection and supervision of volunteers
- Create a programme of participatory cataloguing and documentation in consultation with visitors and community groups
- Building transparency around museum practice and process and tackling barriers to access
- Programming workshops and events around the collections and the library
- Assist with collections disposals and conservation projects
- Support the curatorial team with collections research and due diligence on potential acquisitions
- Provide support for the Museum's CDP PhD scheme

Key Performance Indicators

- Increased visitor numbers to the library
- Number of objects catalogued
- Range of new partnerships and communities engaged with the Library and Collection
- Quantity and quality of material entered onto the Museum's collections database
- Meeting schedules and budgets
- Providing timely and accurate information

Skills/Knowledge/Personal Attributes:

Essential:

- Reliable and responsible for museum collections

- Self-starter
- IT skills
- Organisational skills
- Interpersonal skills
- Able to work as part of a team
- Time management skills
- Have an interest in museums, arts and heritage
- Understanding of established museum procedures and techniques, such as museum object handling and cleaning, and SPECTRUM procedures
- Attention to detail and accuracy

Desirable:

- Communication skills including delivering talks, tours, lectures, etc.
- Strong networks with artists and other collections/archives

Our values at the Museum of the Home – how they are represented by this role:

- Collaborative – working across teams and departments at the organisation to deliver objectives
- Agile – Responding to the needs of the community as they arise
- Risk-taking – Looking for new dynamic ways to collect material in an accessible way
- Eco active – Investigating ways to make our collecting process more eco-friendly
- Inclusive/diverse – Recruiting a diverse group of participants to tell a range of stories

Experience:

Essential

- Experience of working with a collection to promote engagement
- Experience of working with museum collections database packages
- Experience of using computer programmes, particularly Microsoft Office packages such as Excel and Word to input complex data and communicate with participants
- Experience of working with communities and people in-person and remotely, facilitating workshops, conducting evaluation.

Desirable

- Awareness of Data Protection and Records Management policies

Other requirements:

A minimum of 1 year experience of collection or archive management

Working in the galleries for approximately 1 shift per month as part of the Visitor First scheme.