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| **Job Description** | |
| **Post title** | Collections Assistant |
| **JE Reference No** |  |
| **Grade** | Grade 4 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Culture, Sport & Tourism – Culture & Sport Service Management |
| **Reporting to** | Principal Museums, Heritage and Collections Manager |
| **Location** | Your normal place of work will be Sevenhills, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

Working on an AMOT (Army Museums Ogilby Trust) funded project related to the Durham Light Infantry (DLI) Collection. Assisting the work of the Principal Museums, Heritage and Collections Manager you will undertake documentation management and reconciliation including data input, object handling and research to develop records using museum collections management software MODES Complete following SPECTRUM guidelines. The role will include working with volunteers and undertaking workshops and practical collections related work including collection open days and training sessions.

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| **Duties and responsibilities** |

* To undertake the documentation and cataloguing of the DLI collection, including accessioning and reconciliation of records and data onto MODES Complete in line with Service and SPECTRUM guidelines.
* To assist with the setup, data migration, associated research and data clean-up of the Collections Management System.
* To undertake preventative conservation including environmental monitoring and pest monitoring under the direction of the Principle Museums, Heritage and Collections Manager.
* To assist the Principle Museums, Heritage and Collections Manager in answering enquiries relating to the collection and assist researchers by providing controlled access to the collection.
* Assist with the collecting, documentation, and storing of newly acquired objects in the collection.
* Assist with the auditing and movement of existing collections and materials to ensure the highest possible standard of documentation, care and storage is achieved.
* Work with Principle Museums, Heritage and Collections Manager to identify and research collections for use in future developments, exhibitions, loans, and learning activities.
* To undertake any training and development necessary to meet the duties and responsibilities of the post.
* To assess and make provision for the training needs of colleagues for which the post holder is responsible.
* To supervise the work of volunteers, work experience placements and researchers as directed by the Principle Museums, Heritage and Collections Manager.
* To be a member of the Durham County Council Collection emergency disaster team.
* Work with the Principle Museums, Heritage and Collections Manager to engage visitors with the DLI Research and Study Centre and with stored collections through facilitation of research visits, delivery of talks, responding to enquiries in a timely fashion, social media, developing open stores, and enhancing the web presence of the DLI Collections.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Degree or equivalent qualification in a relevant discipline (History, archaeology, archive and museum studies, cultural studies, history of art, fine art/visual art, education, community education, classics) | * MA in Museum Studies |
| Experience | * Excellent experience of using computer databases/catalogues * Practical experience working with historic museum collections * Experience of handling, moving and packing historic objects in a variety of media * Practical experience of preparing exhibitions and displays * Experience of working as part of a team * Experience supervising volunteers * Experience of Museum Collections Management software * Experience working with a military collection. * Experience using and implementing SPECTRUM procedures. * Experience presenting and interpreting collections to the public. * Experience monitoring and carrying out preventative conservation. | * Experience of using MODES Complete |
| Skills & Knowledge | * Excellent written, verbal and presentation skills * The ability to plan workload and prioritise tasks to achieve deadlines and targets. * The knowledge and ability to monitor and interpret environmental data and carry out preventative conservation. * To undertake research to answer military enquiries. * To create and maintain accurate records relating to the collection, its storage and movement. * Efficiency in the production of reports and statistical information. * Ability to communicate effectively with members of the public, staff and volunteers * To enthuse and engage public in events. * Ability to handle objects to specific instructions, to move objects and use appropriate aids. * Ability to work collaboratively and individually to help deliver the development of activities and events around the DLI and its history. * Ability to follow SPECTRUM and Collections Management policies and procedures. * Ability to handle objects to specific instructions, to move objects and use appropriate aids. * To assist in the set-up migration and creation of accurate, detailed records. * To act as point of contact when volunteers require practical assistance. * Accurate production of computer records to given SPECTRUM guidelines. | * Photography and the use of digital imaging equipment and software. * Knowledge of museum collections and the approach to using collections within a research and study environment and how to make a collection accessible. |
| Personal Qualities | * Practicality and versatility with the ability to work within a small, dynamic, friendly and committed team * Enthusiasm for the collection and interpretation of the collection will be required to engage volunteers and the public * The role will include manual handling including carrying boxes, pushing trollies and moving large objects and working at height. * To work with a high degree of attention to detail and a commitment to the highest standard. * The role may include occasional evening and weekend working. |  |