



JOB DESCRIPTION

JOB TITLE: Collections Assistant
REPORTS TO: Curator (Collections Management)
DELIVERY UNIT: Assistant Chief Executive
SECTION: Royal Pavilion & Museums

1 PURPOSE OF JOB

To improve public access to the collections of Royal Pavilion & Museums through undertaking collections management activities, in consultation with keepers, curators, project officers and other specialist staff.

2 PRINCIPAL ACCOUNTABILITIES

- 2.1 To undertake a wide range of collections management activities, including documentation and digitisation activities, object movement and storage, to professional museum standards.
- 2.2 To continuously improve and update information held about the collections on RP&M's collections management system, Mimsy XG, and to use this system as a tool for recording all collections management activities, including loans, new interpretation, object movement, conservation treatments and condition monitoring.
- 2.3 To support the planning and staging of exhibitions, which might be by external providers, including ordering materials, liaising with providers, and developing the supporting programme, assisting with installation.
- 2.4 To develop resources and develop and assist on programmes that support the exhibitions by external providers.
- 2.5 To support activities which promote public access to collections, such as display/interpretation projects, digital initiatives and museum events, including helping collections staff with object selection and movement, updating records on Mimsy XG, and supervising visitors viewing collections.
- 2.6 To support colleagues in improving care and access to collections on display and in storage through maintaining best practice standards including via monitoring the condition of objects and supporting the integrated pest management programme.
- 2.7 To provide practical help and advice to colleagues with handling, packing and transporting collection items and loans and contribute to maintaining best practice standards in these areas.

- 2.8 To provide practical support to those wishing to access collections materials and information, including RP&M colleagues and external parties.
- 2.9 To work with, and occasionally supervise and train, temporary staff, work placements and volunteers.
- 2.10 To uphold and carry out the duties of the post with due regard to the City Council's Equalities and Equality in Employment Policies.
- 2.11 To support the implementation of the Council Health & Safety policy. In particular as set out in section 4.5 of that policy:
- ◆ To take due care of their own health & safety and that of others, who may be affected by their acts and mistakes at work
 - ◆ To use equipment according to instructions
 - ◆ To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
 - ◆ To report any unsafe act, or condition, any accident or incident according to Health & Safety Policy
 - ◆ To support the implementation of the council policy regarding Risk Assessments.
 - ◆ To support the implementation of the Council policy regarding the Control of Substances Hazardous to Health. (COSHH)

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description from time to time, to reflect changes in the needs of the service.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: Collections Assistant

DELIVERY UNIT: Assistant Chief Executive

SECTION: Royal Pavilion & Museums

CRITERIA	ESSENTIAL CRITERIA
Job Related Education, Qualifications & Knowledge	<p>Educated to minimum NQF Level 2 or equivalent experience relevant to museum collections management activities</p> <p>Knowledge of museum professional documentation standards and procedures (SPECTRUM) and of the requirements of Accreditation.</p>
Experience <input type="checkbox"/>	<p>Demonstrable practical experience of working with museum collections, of undertaking collections management activities and of using collections management systems.</p> <p>Experience of working to procedures and standards of best practice for display, handling, transit, storage, documentation and digitisation of a wide variety of materials in a museum or equivalent institution.</p> <p>Experience of promoting public access to museum collections, through display/interpretation projects, digital initiatives and museum events.</p>
Skills/ Abilities	<p>Computer literacy including email, word processing, spreadsheets and databases.</p> <p>Confident user of digital scanners and cameras.</p> <p>Able to carry out meticulous but repetitive tasks e.g. object documentation.</p> <p>Able to work unsupervised on own initiative.</p> <p>Ability to work to goals and deadlines.</p> <p>Good organisational and administrative skills.</p> <p>Excellent communication skills, both written and verbal.</p> <p>Excellent team-working and inter-personal skills and the ability to support colleagues at all levels.</p> <p>Ability to co-operate and adhere to Health and Safety Policy, practices and instructions</p> <p>Adaptable and flexible to respond to the varying demands of the post.</p>
Equalities	<p>To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.</p>
Other Requirements	<p>Commitment to acquiring awareness of current Health and Safety legislation as it applies to the area of policy and practice as it applies in their area of work</p> <p>Prepared to work in collections storage areas - environments with restricted space, fluctuating temperatures and which can be dusty.</p> <p>Awareness of the need to identify hazards in the area of responsibility and the ability to contribute to an assessment and management of the associated risks</p> <p>Commitment to continuing professional development and a willingness to learn.</p>