

Job Description and Person Specification



Important Information about the Job

Job Title	Collections Management Project Assistant Two full-time posts are available for eight months each
Salary	£16,881 per annum (pay award pending), paid on a pro rata basis
Location	Somerset Heritage Centre, Brunel Way, Norton Fitzwarren, Somerset TA2 6SF
Hours of Work	37 hours per week
Contract	Fixed-term for eight months
Probationary Period	All employees have a standard probationary period of six months.
Leave	23 days per year + 8 public holidays Annual leave is offered on a pro rata basis
Notice Period	1 calendar month
Disclosure and Barring Service Check	A Disclosure and Barring Service (DBS) check is not an essential requirement for the position.

Job Summary

Reports To	Curator of Social History and Textiles
Team	Somerset Museums Service
Job Purpose	To provide support for the delivery of Somerset Museum Service's strategic aims in relation to collections. To support the work of the Curatorial Team at the Somerset Heritage Centre, with specific emphasis on documentation and collections care. To administrate the collections management database to ensure the Somerset Museums Service is fulfilling best practice.
Working Relationships	Internal: Frequent collaboration will be required with staff and volunteers of the Trust, particularly in the Museums team. External: There may be regular contact with many different people and organisations and the general public.
Additional Information	The post holder will be required to lift and handle awkward items such as boxes, projectors, lap-top computers and fragile finds and work at height.

Key Responsibilities and Tasks

1. Support the operational aspects of the curatorial care of museum collections cared for by the South West Heritage Trust. This will include tasks relating to documentation, storage and managed access.
2. Undertake a location audit of the stored museum collections working to an existing plan and methodology, reporting against weekly targets.
3. Update the storage locations of objects on the collections management system following the movement of objects to and from temporary and permanent displays and exhibitions. The postholder will be working in line with collections management policies and procedures.
4. Repackage collections to appropriate museum standards when required.
5. Undertake environmental and pest monitoring of the museum stores on a monthly basis, identifying trends and potential risks through data analysis.
6. Respond to collections based enquiries from the public and stakeholders positively and effectively. These may be received in a range of formats, including by phone or face-to-face.
7. Collaborate with internal staff and volunteers as necessary, providing updates about progress. Record information about interesting and unusual museum objects within the stores which might be used to engage audiences on social media channels.
8. Create engaging content for social media posts and website updates about the project.
9. Participate in the annual closed weeks of the Museum of Somerset and Somerset Rural Life Museum.
10. The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust.
11. To uphold the charitable aims, working values and expectations of the South West Heritage Trust.
12. To carry out other duties relevant to your post as reasonably required by your line manager.

Person Specification

To succeed in this role you will need to demonstrate:

Qualifications

Essential

- A minimum of 2 A-levels at grades A to E, or equivalent level 3 qualifications

Experience

Essential

- Administrative experience

Desirable

- Experience of volunteering or working within a relevant discipline or related subject, e.g. museum, gallery, archive service, etc
- Experience of working with historic museum objects / collections
- Experience of working with museum collection management systems or other databases
- Experience of preparing and implementing social media content

Skills / Knowledge

Essential

- A good level of ICT skills, with the ability to adapt to new software quickly
- Strong written and verbal communications skills

Desirable

- A knowledge of or interest in social history, archaeology or natural sciences
- An understanding of museum documentation and collections care

Attributes

Essential

- A positive, proactive approach to work and collaboration with others
- The ability to work flexibly as part of a team to deliver a project
- The ability to work independently under own initiative
- An ability to work to deadlines and manage time and resources effectively
- Good time management and organisational skills
- A careful and methodical approach, with good attention to detail