



Assistant Curator

JOB DESCRIPTION

Department	Museum	Date	October 2020
Responsible to	Museum Curator	Responsible for	Volunteers

Job Purpose

This role supports the Museum Curator in ensuring the museum is an active learning resource for teaching staff, pupils, Old Blues and the wider community through exhibition displays, an educational programme and tours.

The Assistant Curator plays an important part in maintaining and developing collection care practice and documentation for Christ's Hospital's collection.

Responsibilities

- Work as part of the museum team to ensure the collections management system, Modes, is smoothly and thoroughly maintained and developed through accurate data gathering for new and existing objects. Full training and on-going support will be given.
- Assist with both maintaining the current collections management procedures and improving the quality of collection care in accordance with Spectrum 5.0. This will involve location planning, object rationalisation and disposals, documentation planning, donations and loans management, conservation, pest management and humidity monitoring.
- Lead on a collections audit involving object backlog reconciliation and location planning as well as identifying and responding to conservation and storage needs within the CH heritage collection within the museum and across the school site.
- Manage storage and access systems including supporting the management of computer and paper records for a wide range of artefacts and digital archives (in the absence of a School Archivist and with a view to the Museum applying for Accreditation in the future).
- Lead on the implementation of an Emergency Response Plan for valuable CH heritage assets within the museum in accordance with the local Fire Service and Spectrum's Emergency Disaster Planning.
- Assist in training and supervising the museum's volunteers on a day-to-day basis, ensuring high standards are maintained regarding accurate data capture, collection handling, health and safety and other general museum tasks. This will also include supervising pupils as part of School Service Actives.
- Demonstrate good customer care and a collaborative working ethos to endorse the growing reputation and level of service the museum provides within the school to pupils and staff, the wider Old Blue and CH community as well as external enquirers, Verrio tour groups and public visitors.

- Have a sound understanding of the learning benefits within heritage collections and assist with the educational interpretation of the historic collections, and from time to time, to assist the Museum Curator with school and external group visits to the museum and open days (including our Verrio Tour programme).
- Support the team as required in the preparation of displays and interpretive materials in general around the museum and across the school site. Specifically, contributing to the research and design ideas for the forthcoming re-display of the museum's permanent exhibition, charting key developments in the school's 467-year history.
- Be a key holder and undertake the day-to-day basic running of the museum, being able to respond to both general and CH history-related enquiries both internally and externally.
- Work occasional evenings and weekend days for special CH events such as Old Blues and Parent's days, in conjunction with other museum team members.
- Demonstrate a commitment to improving and developing the organisation's processes and facilities.
- Carry out such duties that may be reasonably required by your line manager, deputising for the Museum Curator as required

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • Substantive experience of museum documentation procedures and working with computer and paper administrative systems. • Experience of using a museum (or equivalent) collections management system. • Experience of running educational sessions within either formal or informal learning environments. • Experience in researching and writing text for exhibition displays. • Significant experience of working with museum collections including object handling, identifying and cataloguing objects. • Demonstrable knowledge of, and experience in social history, heritage and museums.
Qualifications	<ul style="list-style-type: none"> • Educated to degree level in a history/humanities or equivalent related subject. • Either a postgraduate academic, or vocational/professional qualification, relevant to the heritage field, or to have at least 1-2 years' experience (voluntary or paid) working in a heritage related environment.

Skills & Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills, with the ability to review and write exhibition text ensuring it is accessible to different audiences. • An interest in teaching and learning in a heritage field and a willingness or ability to convey historical information in an enthusiastic and informative manner to others. • Highly organised, dynamic and forward thinking (a growth mind set), adaptable to new challenges and sudden changes. • Methodical and meticulous attention to detail and accuracy. • A strong work ethic and excellent team working skills with the ability to work independently including the occasional lone-working. • Competent user of Microsoft Office, as well as basic digital image handling skills and an awareness of social media, marketing and website functionality. • Flexible and reliable, with a willingness and ability to effectively time-manage conflicting demands, workload and deadlines. • Demonstrate integrity and honesty as the position demands a high level of trust with the secure safekeeping of a valuable heritage collection. • Commitment to the importance of equality, diversity and inclusion.
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Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Additional Work Elements

- This role is for three days a week (22.5 hours) and must cover a Tuesday and Thursday and one other day to be agreed with the Museum Curator.
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared.

Reporting Structure

