

## Collections Assistant Job Role (part-time)

### JOB PROFILE

<b>Job Title</b>	Collections Assistant
<b>Location</b>	Braintree Museum, Manor Street, Braintree, CM7 3HW Warner Textile Archive, Silks Way, Braintree, CM7 3GB
<b>Salary</b>	£23,640 (£14,376 pro-rata)
<b>Hours</b>	22.5 hours, 3 days a week
<b>Contract</b>	Permanent
<b>Reports to</b>	Commercial & Communications Officer
<b>Manages</b>	Freelance Staff and Volunteers
<b>Job Purpose</b>	<p>Manage the Braintree Museum Collection for audiences from Braintree District and beyond. Specifically, to:</p> <ol style="list-style-type: none"> <li>1. Develop a digital and accessible Museum Collection to Arts Council England Accreditation Standard.</li> <li>2. Create dynamic interpretation of the Museum Collection including displays and digital access.</li> <li>3. Manage, motivate and support our volunteer Collections team.</li> </ol>

#### Objectives:

#### 1. Develop a digital and accessible Museum Collection

- 1.1. Ensure Braintree Museum's Collections Development Policies, Plans and Manuals are implemented to Arts Council England Accreditation Standard and the latest version of SPECTRUM.
- 1.2. Develop and maintain a digital cataloguing system, currently MODES Complete, including digital images and associated information for all collections.

#### 2. Create dynamic interpretation of the Museum Collection

- 2.1. Enable and supervise Museum Collection research enquiries, whether in person or in writing.
- 2.2. Contribute specialist advice, planning and delivery to the education, exhibition and event programmes.
- 2.3. Create content for the Museum website and social media channels.
- 2.4. Ensure in collaboration with colleagues that the business opening hours of the Archive and Museum are met.

#### 3. Manage, motive and support our volunteer Collections team

3.1. Manage the volunteer Museum Collections volunteer team to help create a digital and accessible collection.

**4. A safe and secure environment**

4.1. Be a Key Holder, First Aider and Fire Marshall for both premises.

4.2. Report any routine and unanticipated health and safety and maintenance issues to the management team.

**5. An effective organisation**

5.1. Annually update the Museum's Collections Development Plans.

5.2. Ensure all performance targets established in the Braintree District Museum Trust Business Plan relating to this role are achieved and report on them monthly.

**Trust Accountabilities**

- To take responsibility for maintaining own health and attendance.
- To take a team role in special events within the Trust and community.
- To support, contribute and comply with quality and governance procedures as directed by the Trust.
- To apply and actively promote the principles of the Trust's Equal Opportunities Policy in all areas of employment and service delivery.
- To undertake any other associated duties detailed by the Management Team including maintaining business continuity.
- To comply and actively promote all child and vulnerable adult protection standards within the Trust's Safeguarding Policy in all areas of employment and service delivery.
- To advise management if, at any time, the above duties and responsibilities cannot be performed.

**Skills, Knowledge and Experience**  
**(Tested at application and interview stage)**

Experience and Qualifications

Essential

- A degree or equivalent qualification or experience in history, archaeology or a related subject
- Experience of Museum collections and record management; digitisation and responding to enquiries.
- Experience of the management of volunteers

Desirable

- Experience of Museum collections databases preferably MODES Complete
- Knowledge of Arts Council England Museum Accreditation Collections Standard and SPECTRUM: the UK Collections Management Standard

Skills and Knowledge

Essential

- Excellent IT skills including Microsoft Office with an established interest in applying digital technology.
- Attention to detail, accuracy, logical and methodical with project management and organisational skills.
- Ability to work as part of a team.

Desirable

- Research skills particularly in archaeology and local history collections. Working knowledge of textile terminology and cataloguing conventions.
- Full current driving licence.

**Conditions**

Working hours

- Flexible working to meet the needs of the Trust including evening and weekend working on a time off in lieu basis.

Working conditions

- The role will require working at height with mobile shelving and manual handling.