A screenshot of a computer

Description automatically generated

We are looking for a Collections Assistant to support the work of the busy Collections Team at Culture Coventry Trust. The role will be to assist with the relocation of collections, including Social History, Archaeology and Transport, from the current off-site stores to a new Collections Centre. The post holder will work across all sites which include the Coventry Transport Museum and the Herbert Art Gallery and Museum as well as two off-site stores.

This is a great opportunity to work on a large scale collections review and move project. The role will enable you to develop your experience in auditing, location control, collections handling and disposals. You will support the Collections Team in the care, movement and documentation of collections during the collections move project

The main responsibilities are:

* To carry out collections management activities, including care, movement and documentation, working towards greater public access to the collections
* To assist with the collections review and the relocation from the current offsite stores to the new Collections Centre
* To supervise volunteers working on the collections move project
* To assist the Collections Officer with the physical disposal and transfer of objects to other museums/organizations
* To assist the Collections Care Officers with condition assessments and documentation

We are looking for a self-motivated team player with a professional and friendly manner and:

* Experience of working with museum collections
* Logical and thorough with attention to detail
* Good planning and organizational skills
* Excellent communication skills
* Practical skills for handling a wide range of museum collections
* Knowledge of SPECTRUM and Accreditation standards

Closing date Monday 21 April

Interviews will be held w/c 5 May

**Collections Assistant (Fixed Term)**

* Great development opportunities
* FREE health and fitness membership\* \*\*
* FREE health and fitness membership for a family member or friend\* \*\*
* FREE onsite parking at most sites
* FREE training for applicable roles
* DISCOUNTS on various Centre activities\*
* FREE entry to venues\*
* [Access to our Employee Benefits platform](https://cvlife.co.uk/wp-content/uploads/2024/06/external-HR-Employee-Benefits.pdf)

( ( \*\*The two benefits combined can be worth £1000!)

(\*not applicable to casual workers)

CCT067

21st April 2025

Collections

£23,556.56 Per Annum

37 Per Week Fixed Term 2 Years

Various

Culture Coventry