**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

 **Coventry**

 **CV1 5QP**

**JOB DESCRIPTION**

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| **Job Title:** | Collections Assistant |
| **Reporting to:** | Curator |
| **Responsible for:** | Volunteers and trainees  |

**SCOPE**

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment of employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

* To carry out collections management and care activities, which include display, care, movement and documentation of displayed and stored items in the collections held by Culture Coventry on behalf of Coventry City Council working towards greater public access to the collections.
* To support the development and installation of new displays and temporary exhibitions, including selecting objects for display and creating interpretation.
* To support collections review and rationalisation and the move from offsite storage to the new Collections Centre.
* When required to work on projects as part of a project team.
* To work in a wider team with colleagues in collections, exhibitions & events, learning & engagement, and operations to facilitate access to collections and to ensure their care.
* To work across all CV Life cultural venues as required.

**MAIN DUTIES OF THE ROLE**

1. To carry out collections documentation including completing object entry and exit forms, recording object locations and supporting collections audits.
2. To support the ongoing collections review process, including rationalisation of collections and preparation of collection for move to new Collections Centre.
3. To support the development and installation of exhibitions and displays. This involves developing interpretation, installing object in displays, carrying out condition checks, ensuring proper packing and unpacking of objects.
4. To maintain appropriate collection care standards relating to legislative obligations, storage, movement, handling and display of collections.
5. To supervise the safe handling and movement of objects within and between the Culture Coventry sites providing training and advice for trainees and volunteers to ensure safe working practices and appropriate installation.
6. To assist with implementation of collections plans in relation to Accreditation, Designation and Immunity from Seizure.
7. To act as part of the response team for Culture Coventry’s Emergency Response Plan.
8. To assist the collections team in the collection and monitoring of performance indicators and statistics for the service, which relate to collections and loans.
9. To work with marketing staff to promote the collections through a range of media, locally and at a national level, where appropriate.
10. As appropriate, to carry out research, network opportunities and training to develop knowledge and good practice around working with collections.
11. To work as part of a team responding to public enquiries about the collections.
12. To supervise collections trainees, apprentices, volunteers and work placements as necessary.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To support the Company’s commitment to providing a safe environment for children, young people ad vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.
* To co-operate with managers and colleagues to ensure environmental responsibilities are complied with.

**Date Created:** September 2023

**Date Reviewed:**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* Commitment to audience development and inclusive access to collections
* Logical and thorough with attention to detail
* Good communication skills both written and verbal
* Good teamworking skills
* Ability to work independently and on own initiative
* Good planning and organisational skills
* A flexible approach to work and willingness and ability to work outside standard hours on occasion

**Essential Knowledge and Experience**

* Experience of working with museum collections, including documentation, care and display
* Knowledge of SPECTRUM and Accreditation standards
* Experience of supervising volunteers
* Strong all round ICT skills

**Essential Special Skills**

* Able to use collections databases
* Skills in digitisation of museum collections

**Special Circumstances**