**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

**Coventry**

**CV1 5QP**

**JOB DESCRIPTION**

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| **Job Title:** | Collections Care Officer |
| **Reporting to:** | Curatorial Manager |
| **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 be responsible for the ongoing collections management, which includes conservation, 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 assist the collections team to develop strategic planning in the collections field, including ICT solutions and collections documentation and management strategies.
* To support the collections rationalisation and move from offsite storage to the new Collections Centre and the future management and operation of the centre.
* To work across all CV Life cultural venues as required.

**MAIN DUTIES OF THE ROLE**

1. To liaise with the Archives and Collections teams to ensure the proper display, handling and storage of collections, with reference to the appropriate environmental and storage/packing conditions to ensure the long-term preservation of the collection.
2. To carry out collections documentation including completing object entry and exit forms, recording object locations and supporting collections audits.
3. To undertake conservation work, within the post-holders specialisms and projects to a high standard and to liaise with external conservators and partners to carry out work on the collections that are outside of the post-holder’s specialisms.
4. To assist with implementation of collections plans in relation to Accreditation, Designation and Immunity from Seizure.
5. To support the installation of exhibitions and displays advising on object care and conservation issues. This involves carrying out condition checks, ensuring proper packing and unpacking of objects and providing environmental data for loans in and out of the collection before and during the exhibitions.
6. Undertake regular monitoring of environmental conditions, make adjustments as required, identify and rectify faults in conjunction with operational staff.
7. To maintain appropriate collection care standards relating to legislative obligations, storage, movement, handling and display of collections.
8. To supervise the safe handling and movement of objects within and between the Culture Coventry Sites providing training and advice for staff and volunteers to ensure safe working practices and appropriate installation.
9. To act as part of the response team for Culture Coventry’s Emergency Response Plan.
10. To purchase materials and equipment required for the collections management programme of work.
11. To assist the collections team in the collection and monitoring of performance indicators and statistics for the service, which relate to collections and loans.
12. To ensure that safe working methods, including storage, handling and disposal of all chemicals are used. To ensure that all chemicals are clearly identified and all work procedures are cleared in accordance with COSHH and Health and Safety at Work legislation.
13. To work with marketing staff to promote the collections through a range of media, locally and at a national level, where appropriate.
14. As appropriate, to carry out research, network opportunities and training to develop knowledge and good practice around the care and conservation of collections.
15. To courier or accompany loans to exhibition when required.
16. To work as part of a team responding to public enquiries about the care and conservation of collection items.
17. 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.

**Date Created: 3.11.22**

**Date Reviewed:**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* Commitment to audience development and inclusive access to collections
* Love of the object
* Logical and thorough with attention to detail
* Good communication skills both written and verbal
* A flexible approach to work with the willingness and ability to work outside standard hours on occasion

**Essential Knowledge and Experience**

* Strong all round ICT skills
* Demonstrable knowledge of and interest in conservation in a heritage environment
* Knowledge of SPECTRUM and Registration standards
* A GCSE or equivalent in English and Maths
* A museum/archives conservation qualification or equivalent experience
* An understanding of aesthetic, historical and ethical factors that should be considered when undertaking heritage conservation work.
* Ability to manage designated budgets

**Essential Special Skills**

* Experience of working with collections in museums or archives
* Practical conservation skills within the post-holders specialism, where intervention is required, and willingness to advise and support colleagues.
* Experience of handling systems
* Experience of using collections databases
* Ability to manage projects

**Special Circumstances**