



## Job Description – Collections Assistant

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<b>Post Title:</b>	Collections Assistant
<b>Terms:</b>	Part-time (30 hours/4 days per week), 1-year fixed term
<b>Salary:</b>	£25,200 per annum (pro rata)
<b>Located at:</b>	Scottish Fisheries Museum, St Ayles, Harbourhead, Anstruther, KY10 3AB

This role is 25% funded by Museum Galleries Scotland, Museum Futures.

### About the Museum

The Scottish Fisheries Museum was founded in the old fishing port of Anstruther, at a property known as St Ayles, as a trust and charity in 1969, to collect, record and interpret the history of the fishing industry in Scotland. The Museum collections of over 65,000 artefacts, including full size fishing vessels, received 'Recognition of National Significance' status in 2007. The Museum has a small team of paid staff plus significant volunteer support.

The Museum has full Accreditation status as a 'nationally styled' museum and is a major tourist attraction and community hub in the East Neuk of Fife.

### Overview of the Role

This role sits within the Curatorial team and will involve working closely with the Head Curator, Assistant Curator (Engagement), Fleet and Volunteer Co-ordinator, and Volunteers. Good communication and team-working are therefore key attributes required for the post.

You will contribute to all aspects of collections management, care and interpretation, ensuring that the Scottish Fisheries Museum continues to meet the highest standards in these fields.

There may be some evening and weekend working to support planned events and activities.

### **MAIN ACTIVITIES & RESPONSIBILITIES**

#### Collections Management:

Reporting to the Head Curator, you will be responsible for:

- collections care and preventive conservation including storage, packing and environmental/pest monitoring
- documenting new acquisitions, administering loans and cataloguing objects
- contributing towards the delivery of a collections development programme

#### Collections Research and Understanding:

Working with colleagues, you will improve our understanding of the Collections by:

- ensuring that research undertaken for public enquiries and exhibitions is captured and stored appropriately, enhancing collection records and data

- supporting the creation and maintenance of accurate and up to date catalogue records
- updating, correcting and enhancing records as required

#### Access and Audience Development:

You will support staff to enhance access and interpretation of collections including:

- assisting with the provision of an enquiry service, and with organising and supervising public access to the Reserve Collections, Archive and Library
- contributing towards the planning, preparation and installation of temporary exhibitions, including our RSA 200 partner exhibition
- supporting planned gallery maintenance programmes so that our visitors receive a high quality experience
- contributing towards activities to promote and publicise the collections, and to attract new audiences, both on site and via digital media.

#### Policy and Planning:

You will support the implementation of the Museum's overall policies and planning and will help to deliver:

- the Museum's current Strategic Plan and any subsequent revisions
- the Collections Management Policy Framework and supporting plans, in particular the Documentation and Care and Conservation Plans.

#### Reporting and Finance:

As Collections Assistant, you will be accountable to the Head Curator on curatorial matters. The Head Curator in turn is responsible to the Board of Trustees. You will:

- be responsible for your own time-management with the support of the Head Curator
- be supported to develop your skills through relevant training
- have some supervisory responsibilities for collections volunteers
- request any collections-related expenditure from the Head Curator who manages the Curatorial Budget
- support collections-focused and wider Museum fundraising appeals.

#### Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out other duties to the equivalent level that is necessary to fulfil the purpose of the post.

## **Skills and Experience**

#### Essential:

- Ability to support and maintain processes and procedures to required standards
- Ability to communicate positively with a range of people, both in person and in writing
- Working with databases
- Keen attention to detail
- Excellent organisational skills
- A creative approach to problem-solving
- Experience of working with and handling Museum objects and archives
- Previous experience in managing your own work and working on your own initiative

- Ability to use Microsoft Office and other relevant software

Preferred:

- Experience/knowledge of Modes collections management database
- Knowledge of, or interest in, maritime or industrial/social history and heritage.
- Experience of working with volunteers

**How to Apply**

Please send your CV and a covering letter outlining your suitability for the role to:

Linda Fitzpatrick, Head Curator, Scottish Fisheries Museum ([linda@scotfishmuseum.org](mailto:linda@scotfishmuseum.org))

by **11.59pm on Monday 16<sup>th</sup> February 2026.**

Selected applicants will be invited for interview during the week of 2<sup>nd</sup> March 2026, date and time to be confirmed in advance in writing.

The format of the interview will be a task or presentation which we will send information about in advance followed by a series of competency-based questions.

The Scottish Fisheries Museum welcomes applications from all sections of the community and is an equal opportunities employer. We hold Real Living Wage accreditation and are happy to discuss flexible working.

Before an appointment can be confirmed, you may be subject to a PVG check.

The Scottish Fisheries Museum is a charity registered in Scotland (SCO06185)

Updated 15/01/2026