

JOB DESCRIPTION

JOB TITLE:	Museum and Collections Assistant
REPORTING TO:	Museum Curator
DIRECT REPORTS:	None
SALARY:	£26,062 per annum
LOCATION:	The Black Watch Castle and Museum
CONTRACT:	12 months full time fixed term (35 hours per week)

Please send a Cover Letter and CV to Fiona Connah: curator@theblackwatch.co.uk

PURPOSE OF JOB

The Black Watch Castle and Museum holds a large and varied collection of artifacts covering many aspects of Regimental life over nearly 300 years. The collection contains uniforms, military equipment, trophies of war, prints and paintings, medals, documents, books and photographs. We are currently seeking a Museum and Collections Assistant to assist with improving our standard of documentation and collections care and therefore increase its potential for learning and access. Under the supervision of the Museum Curator, the main duties of the Museum and Collections Assistant are:

MAIN DUTIES AND RESPONSIBILITIES

- Assisting in the care of the collections, including inventory of collections, reconciliation of data on database and database maintenance, collections entry, movement and exit and maintenance and upkeep of displays
- Conducting guided tours to the public
- Environmental monitoring and housekeeping
- Assisting with exhibitions and redisplay
- Assisting in development and delivery of events
- Assisting with volunteers
- Identifying material for social media and blogs posts

Other Duties and Conditions of Service

The post holder is expected to work to further the mission and aim of The Black Watch Museum, and to comply with the company's policies and procedures.

This is not an exhaustive list of responsibilities and the post holder will be expected to undertake other duties within the remit of the job and appropriate to their level of seniority as requested by the relevant line manager.

This job description will be reviewed periodically and The Black Watch & Castle Museum reserves the right to vary the duties within the job description in line with the needs of the business.

PERSON SPECIFICATION

KNOWLEDGE / SKILLS

- IT skills for word processing, email and using Axiell

EXPERIENCE / QUALIFICATIONS / TRAINING

Essential

- Educated to degree level in a relevant field
- Experience of working in a museum environment
- Understanding of collections management (Spectrum standards)
- Experience of assisting in delivering activities and events

Volunteering Experience will be considered where relevant

COMPETENCIES

- Effective communication
- Liaison and networking
- Teamwork and motivation
- Decision making
- Planning and organising
- Initiative and problem solving

PERSONAL QUALITIES /ATTITUDE

- Be inquisitive and willing to constantly acquire new knowledge
- Have excellent communication skills and be enthusiastic with visitors
- Be reliable, organised, tidy and methodical
- Be flexible in dealing with a variety of tasks
- Enjoy working as part of a busy team
- Have enthusiasm for providing five star visitor service to visitors of all ages
- A desire to work in an ever-changing, developing environment

WORK RELATED CIRCUMSTANCES

- The role requires regular lifting and moving of museum objects, archival materials and small equipment.
- Weekend and evening work will be required as per the needs of the business.