

# Collections Officer

## Job Purpose

To support the People's History Museum's (PHM) vision of being the 'go to place' for democratic engagement and the home of ideas worth fighting for, through ensuring that the collection is at the heart of the museum's activities, and supporting the collections research, development, planning and delivery of PHM's programmed approach that is essential for the successful delivery of the museum's Business Plan.

**Responsible to:** Head of Collections & Engagement

**Responsible for:** Student placements and volunteers

**Contract:** Two years, with possible extension subject to funding

**Salary:** Circa £19,000  
Officer Grade SCP  
*A salary review is currently being undertaken, salary may increase pending PHM Board of Trustees approval, with potentially phased implementation.*

**Hours of work:** 35 hours per week

## Key Areas of Responsibility

### Programming and Curatorial Focus

To support the management and development of the museum's assets and collections and the programmed approach to exhibitions, events and learning activities through:

- Supporting and delivering the priorities of the Business Plan that relate to collections care and development
- Taking responsibility for cataloguing the collection to Accredited Standards and in line with PHM's Collections Policy
- Leading on the digitisation of the collection, managing the museum's electronic collections database (KE Emu) and being the point of contact with the database supplier
- Co-ordinating the museum's Acquisitions Panel, recording and acting on its decisions
- Developing and delivering the museum's loans programme: seeking opportunities to expand it and improve the profile of the collection
- Working with the Conservation Team to ensure that the collection is cared for and maintained to Accredited Standards

### Profile and Advocacy

To support the museum's profile as customer-focused and relevant to existing, new and diverse audiences through:

- Keeping abreast of best practice in relation to museum collections including their use and management
- Identifying and exploiting social media opportunities to promote the museum and develop the profile of the collections
- Promoting the collections in the print and broadcast media as required
- Representing the collection and the museum at meetings and conferences

### Resilience

To support the highest standards of presentation, management and security for the collections by:

- Supporting the Head of Business Development in securing external funding for collections' development

## **Governance**

To be aware of the role of the Trust and Trustees, reporting on collections related issues as required

## **Engagement**

To support the museum's commitment to public engagement and to providing the widest audience access to its educational opportunities through:

- Supporting the integration of the collection in PHM's exhibitions, events and learning activities
- Leading on developing the collections section of PHM's website
- Responding efficiently to enquiries from the public, academics and other colleagues
- Encouraging and facilitating research of the collection
- Delivering guided tours of the galleries
- Assisting with the delivery of community engagement sessions and workshops

## **Organisational Change**

To support the development of a flexible and empowered organisation in which the contribution of staff and volunteers is maximised, and all staff are engaged with the vision for a programme-led approach, through:

- Supporting the championing and promoting of the collection internally to ensure staff awareness of engagement opportunities
- Supervising volunteer and student placements working on the collection
- Keeping abreast of new technology in particular computerised systems and being prepared to undertake agreed training
- Contributing to PHM's CRM system as appropriate; performing all tasks in compliance with Data Protection and GDPR Regulations

## **General**

- To complete other duties as required by the line manager or head of department that are commensurate with the grade
- To perform all tasks in line with the museum's policies, including Equal Opportunities, Environmental and Health and Safety
- Time off in lieu will be given for occasional evening and weekend work
- 22 days annual leave, plus bank holidays

# Collections Officer

## Person Specification

<b>Abilities and Experience</b>	<b>Application</b>	<b>Interview</b>
Ability and initiative to manage projects	X	X
Strong IT skills	X	
Excellent verbal and written communication skills, including the ability to write reports	X	X
Excellent organisation skills and attention to detail	X	X
Ability to make collections accessible	X	X
Ability to communicate with, and influence, a wide range of stakeholders	X	X
Experience (paid or unpaid) of working in a team to deliver a project	X	X
Experience of using Collections Management Systems	X	
Demonstrable knowledge of using social media	X	
Good understanding of current practice in relation to collections management, collections care, loans, interpretation, learning and access	X	X
<b>Attainments</b>		
At least one year's experience (paid or unpaid) of working with and cataloguing museum collections	X	X
Demonstrable knowledge of modern British (19th or 20th century) social and/or political history, with an interest in contemporary politics	X	X
Degree in History or similar subject; postgraduate museums qualification or equivalent museum experience	X	

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be pursued.