



## **Collection Officer** **Job Description**

<b>Job Title:</b>	Collection Officer
<b>Location:</b>	East Grinstead Museum
<b>Responsible to:</b>	Trustees
<b>Line manager:</b>	Chairman
<b>Responsible for:</b>	Volunteers
<b>Hours:</b>	2 days per week, 1 year contract
<b>Salary:</b>	£24,500 pro rata (£9,800)
<b>Closing Date:</b>	Monday 13 <sup>th</sup> March, 5pm
<b>Interviews:</b>	Monday 20 <sup>th</sup> March 2017

### **Role Summary**

The Collection Officer will be responsible for the management, care and access of the Museum's collection. The job holder will be supported by a volunteer team.

### **Main Duties**

- To be responsible for the documentation and care of the collection in accordance with the Accreditation Standards and SPECTRUM procedures.
- To rationalise and develop the collection in accordance with the Museum's Collection Development Policy.
- To organise the work of and be responsible for volunteers, who work in the areas for which the job holder has responsibility.
- To carry out research on the collection as required for documentation purposes.
- To work with colleagues in addressing research enquiries.
- To manage loan requests (in-going and out-going) and photographic reproduction agreements.
- To liaise with the Learning & Outreach Officer and Museum Officer as required

- To report to the Museum's Trustees as required.
- To undertake any training and development as required.
- To adhere to the Museum Association's Code of Ethics.
- To adhere to all the Museum's policies.
- To ensure that all operations are undertaken in accordance with the standards of Health & Safety, including the undertaking of risk assessments where appropriate.

**Note:**

The Collection Officer is required to comply with individual responsibilities in accordance with the provisions of the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of yourself and any person who may be affected by your acts or omissions at work.

**How to Apply:**

Please email your CV and a covering letter to Lloyd Richards, Chair of Trustees, on [lloyd@clappers.biz](mailto:lloyd@clappers.biz) by 5pm on Monday 13<sup>th</sup> March 2017.

We will invite successful candidates for interviews on Monday 20<sup>th</sup> March 2017.

**Person Specification**

Job Title	Collection Officer	
Aspect	Essential	Desirable
Understanding of collection management	✓	
Experience of using SPECTRUM documentation procedures	✓	
Knowledge of Modes Complete or a similar collections management system	✓	
Ability to use Microsoft Office and the internet for research purposes	✓	
Good oral and written communication skills	✓	
Ability to organise, supervise, train and inspire volunteers	✓	

A passion for heritage and bringing the past alive through the development and use of the collections	✓	
Excellent office administration and organisational skills	✓	
Ability to work on own initiative, where necessary	✓	
Experience of working in a voluntary or professional capacity in a museum, library or archive	✓	
Experience of working with the public		✓
Clean driving licence and access to a car		✓
Commitment to equal opportunities	✓	