

POST TITLE	COLLECTIONS AND ENGAGEMENT PROJECT OFFICER (KEEP THE FAITH: REPRESENTING RELIGION AND FAITH IN EDINBURGH PROJECT)
DIRECTORATE	PLACE
SERVICE	CULTURE / MUSEUMS AND GALLERIES
RESPONSIBLE TO	CURATOR (HISTORY)
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	FIXED TERM CONTRACT - 12 months
Salary	

PURPOSE OF JOB

As part of the Curatorial and Engagement team, providing essential support in delivering the Museums and Galleries Scotland funded project, “Keep the Faith: Representing Faith and Religion in Edinburgh”. This engagement and collections development project aims to develop the faith collections of Museums & Galleries Edinburgh through collaboration with the Edinburgh Interfaith Association and the religious and faith communities of the city.

Your role will be to assist with the delivery of engagement programmes and workshops and with the development and care of the new collection. The project will culminate in a co-created creative output such as an exhibition to showcase the work of the project and the new collection, and you will be central to the delivery of this event.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Support the delivery of a major public engagement and collections development programme aimed at creating partnerships with religious and faith groups in Edinburgh.
- Assist with the development and care of a new Faith and Religion collection in line with museum standards.
- Advise and assist community-based groups and organisations in the development of their own creative output in line with the project objectives and in conjunction with colleagues as required.
- Undertake collections research and carry out oral history interviews with project participants and ensure this information is recorded and made available through the collection records database.
- Manage online promotion of the project through the appropriate M&GE social media channels including preparing social media posts and blog entries etc.
- Liaise with other teams for the transportation of museum outreach collections to community venues.
- Lead on the development of a Faith and Festivals handling box, in collaboration with community groups.
- Deliver outputs to an agreed standard and timetable, including a temporary exhibition to showcase objects highlighted by the Collections Review project.
- Provide support and take on a co-ordination role when required for project activities including the setting up and running of talks, events, workshops etc.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post holder will be educated to HND level or equivalent in a relevant subject area such as history, heritage, religious studies, or community education.

- Experience working with a diverse range of partners including community audiences.
- An understanding and interest in museum work in particular an interest in collections and outreach
- Knowledge of co-curation and partnership working
- Proven ability to use initiative and work alone and as part of a team.
- Excellent communication and time management skills.
- Ability to manage own time to meet deadlines and deliver outcomes to agreed quality standards.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Physical demands and conditions will be predominantly within the range of normal office-based activities and around 25% of time will be spent carrying out light physical work in the collections store and gallery spaces to undertake collections and exhibitions-based work. This will include light manual lifting and the climbing of stairs in the historic museum building.
- Some specialist manual handling may be required when dealing with museum objects in accordance with National Accreditation Standards for UK Museum (training will be provided).
- Engagement sessions and workshops will primarily be delivered in-house, but it may be necessary to travel to partner organisations and communities within the city as required.
- Weekend and evening work may be necessary.
- All employees are expected to adhere to Council standards of practice in line with policy, e.g. dignity at work, health and safety

SUPERVISION AND MANAGEMENT OF PEOPLE

- There is typically no management or supervision of staff required in the role although supervision of volunteers and / or interns as agreed may be required.

RESOURCES

- The post will not normally be responsible for non-staffing budgets. The post will have shared responsibility for the security and maintenance of information on the shared Drive.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).