

POST TITLE	Project Officer (Childhood Collections Assistant)
DIRECTORATE	PLACE
SERVICE	CULTURAL VENUES / MUSEUMS AND GALLERIES
RESPONSIBLE TO	Collections Information Officer/ Collections Care Officer
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	FIXED TERM CONTRACT - 12 months Grade 5 P/T 30 hours
Salary	£30,188 -£34,452

PURPOSE OF JOB

Based in Edinburgh, you will be part of the Curatorial and Engagement team, providing essential support in delivering the Museums and Galleries Scotland funded project, "Unlocking the Museum of Childhood collections". This is a 12 months collections management project which aims to help Museums and Galleries Edinburgh to better care for and understand the Childhood collections by working through a historic backlog.

Your role will be to support the work of the wider team to assist with tackling the Childhood collections backlog by working on improving the documentation and care of the collection. The role will also help prepare collections for moving to a new store. Educated to SVQ3 level, or equivalent, it is vital that you have a proven track record in working with museum collections and are able to process information accurately.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Undertake detailed inventory and cataloguing of items held in store, updating collections management database (KE EMu) with additions, deletions and alterations according to standard procedures
- Assess the condition of objects in the collection, identify damage or hazardous materials and prepare objects for quarantine or treatment
- Use judgement to pack objects
- Liaise with colleagues to deliver public programme of events, exhibitions and digital engagement associated with the project
- Ensure that the SPECTRUM processes of accessioning, cataloguing, retrospective documentation, and location control are adhered to
- Ensure collections management procedures adhere to National Accreditation standards for accurate, consistent and appropriate information, and investigate discrepancies within information collated
- Ensure collections information adheres to Data Protection and IPR legislation

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

- The postholder will ensure collections are documented and stored to best practice standards
- Experience working with historic artefacts to agreed collections care standards
- Advanced IT skills and experience of working with large data, Excel or specialist museum software
- Excellent attention to detail and sound historical knowledge
- SVQ3 qualification in an appropriate or relevant topic or equivalent work experience

- Good working knowledge of collections management and legal / ethical context (e.g. Accreditation, PAS197 and SPECTRUM)
- Proven ability to use initiative and work alone and as part of a team
- Attend regular project meetings and report on meeting target process
- Work with volunteers as appropriate on collections activities and engagement events
- Liaise with colleagues to deliver a programme of events tied to the project
- Opportunities will arise for working with external partners, presenting and attending training sessions
- Ability to use own initiative to resolve collection information discrepancies (e.g. identifying unknown objects, reconciling accession numbers etc)
- Willingness to introduce new initiatives and revise systems and procedures
- Demonstrable interest in the work of Museums and Galleries Edinburgh
- Ability to manage own time to meet deadlines and deliver outcomes to agreed quality standards
- Excellent communication and time management skills

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

- Ability to prioritise own workload and conflicting priorities on a daily basis whilst working under pressure to meet project targets
- Regularly report progress to Line Manager
- Have a good understanding of collections management and the heritage sector
- Ability to use own initiative to resolve problems and discrepancies
- Must be confident in communicating with people at all levels within the organisation, as well as external partners and project participants
- Balances the need to widen access to the collections with the need to preserve the integrity of collections
- Normal office environment with regular visits to depots, museum stores and historic buildings to undertake object handling
- Additional physical effort may be required in some museum stores where access is restricted, or when working on larger items. These duties will require effective practice of safe manual handling and will not be more than the normal required of a council employee
- The work area for this post will be in an office only accessible by stairs
- Some specialist manual handling may be required when dealing with museum objects in accordance with National Accreditation Standards for UK Museum.
- All employees are expected to adhere to Council standards of practice in line with policy, e.g. 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.
- The post will be responsible for a range of office equipment and materials and information gathered and held within electronic and manual filing systems.

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](#).