City of Edinburgh Council job description

Post title	Collections and Engagement Project Assistant
Directorate	PLACE
Service	CULTURAL VENUES / MUSEUMS AND GALLERIES
Responsible To	Collections Information Officer/ Collections Care Officer
Number of post holders	1

Purpose of job

You will be part of the Curatorial and Engagement team, working across our venues and providing essential support to the wider team. You will be working on collections specific to the project, to improve collections management and engagement. Typical tasks can include cataloguing, collections care and engagement.

The what - major tasks and 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 for storage and transit
- Work with community groups to engage them with the collections
- Work with volunteers as appropriate on collections activities and engagement events
- Attend regular project meetings and report on meeting target process
- 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.
- 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, creativity and innovation, contacts and relationships, decision making

- SVQ3 qualification in an appropriate or relevant topic or equivalent work experience
- An understanding and interest in museum work in particular an interest in collections and outreach
- Experience working with historic objects or artworks
- Advanced IT skills and experience of working with large data, Excel or specialist museum software
- Proven ability to use initiative and work alone and as part of a team.
- Good working knowledge of collections management and legal / ethical context (e.g. Accreditation and SPECTRUM)
- Ability to use own initiative to resolve collection information discrepancies (e.g. identifying unknown objects, reconciling accession numbers etc)
- Ability to manage own time to meet deadlines and deliver outcomes to agreed quality standards.
- Excellent attention to detail, communication and time management skills

Environment - work demands, physical demands, working conditions, work context

- Deliver outputs to an agreed standard and timetable
- Regularly report progress to Line Manager
- Normal office environment with regular visits to depots, museum stores and historic buildings to undertake object handling. Some of these buildings may only be accessible by stairs.
- 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
- 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 job holder will be responsible for

- 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.

Additional information - health and safety (DO NOT AMEND THIS SECTION)

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' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. 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.