

**Job title:** Collections Assistant - Digital Documentation

**Responsible to:** Head of Collections

**Job location:** Regional Resource Centre

**Team:** Collections

**Purpose of the role:** To help create and embed new pathways for information about our collections to be gathered, stored, and made accessible. This will facilitate documenting our collection from multiple perspectives, enabling increased community co-production, in turn allowing the museum to expand and complicate its existing narratives.

**Key internal relationships:** Community Participation Officers, Collections Development Officer, Collections Resources Coordinator, Keeper of Social History, Senior Keeper of Rural Life, Head of Industry, Keeper of Animals & Land Engagement, Director of Development – Transport, Industry, & Design, and Director Collections and Programmes

**Key external relationships:** Community & special interest groups, heritage organisations, and museums & archive organisations.

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| **Contract Type** | This post is funded for two years by the Esmee Fairbairn fund from start date |
| **Contract Hours** | 30 per week |
| **Starting Salary** | £24,760 (pro rata) |
| **Annual leave** | 25 Days Holiday plus Bank Holidays rising to 30 Holidays after five years continuous service (pro rata) |
| **Probation** | This role is subject to a 12-week review process and 6-month probation period. |

**About the role:**

This role is funded for two years by the Esmee Fairbairn Collections Fund to help facilitate greater public contribution in expanding the museum’s knowledge and understanding of its collection. It’s aim is to establish new working practices and adapt our documentation infrastructure to enable us to document our collections from multiple perspectives.

Working closely with Collections Team and Community Participation colleagues, the postholder will help to establish, test, implement, and embed new working practices as part of a project specifically aimed at engaging with three communities identified as being underrepresented in our collections, collections documentation, and our site-wide engagement. These are those who identify as LGBTQIA+, disabled, Gypsy, Roma, or Traveller.

The postholder will play a critical part in creating an exciting new chapter in our collection’s history, updating our methodologies and utilising new digital technology to capture, link, and share data in ways previously unavailable to us; laying the groundwork to extend this to an even broader spectrum of people and more of the museum’s collection.

**What you will do**.

**Key responsibilities:**

You will work with colleagues to:

* Assess our current systems and user needs to establish parameters for planned development.
* Create a map of data to be accessed and / or collected and how it should be interlinked.
* Establish interface methods to connect users with data and vice versa.
* Trial and implement the use of these new systems/procedures, including creating user guides and delivering training sessions.
* Update relevant sections of the Collections Documentation Procedural Manual.
* Investigate, plan, and initiate the integration of retrospective data into the new systems of working.
* Undertake wider Collections Team tasks, as necessary.

**General responsibilities**

* Undertake other duties as required from time to time commensurate with the level and scope of the post.
* To carry out the duties of the post in accordance with the museum’s policies and procedures.
* Have a flexible approach to hours, and be prepared to work occasional weekends, bank holidays and evenings, if required.
* To wear period costume when required.

**About you**

**Essential**:

* A collaborative team member with outstanding communications skills and able to build effective and positive relationships with a range of internal and external stakeholders.
* You will be familiar with Beamish Museum or similar organisation and how it uses its collections (tangible, intangible, and digital) to engage with visitors and non-visitors.
* You will be IT literate, confident and skilled in a range of programmes.
* You will have experience of using Collections Management Systems or similar databases as both a front-end and back-end user.
* You will be familiar with a wide range of technology solutions and understand how they may interface to suit specific needs.
* You will understand data structure and management and can utilise that to optimise the storage and linking of data.
* You will be familiar with museum collections management and documentation practices, with a working knowledge of the SPECTRUM standard and SHIC classification system.
* You will have understanding of museum-wide initiatives to tackle challenging topics, unify terminology, and share collections data.
* You will be a proactive, collaborative, and creative problem-solver who can tackle complex challenges, balancing system and end-user needs to create workable solutions that generate lasting impact.

**Desirable**:

* An understanding of and/or experience of working with community groups, handling of collections, or facilitating engagement with collections or collections data.
* Experience of recording or transcribing oral histories, revisiting collections documentation, aggregating/disaggregating collections data, or conducting research using primary source material.
* Experience of undertaking data cleansing or data migration.

**All new appointments are subject to the receipt of satisfactory references, criminal conviction vetting clearance (if required) and proof of eligibility to work in the UK.**

**We recruit on the basis of aptitude positive attitude and potential, and work to ensure people from all backgrounds have the opportunity to work within the heritage sector. This is prioritised above academic qualifications and we support non-traditional routes into work. We recognise and value transferable skills and diverse experiences as a form of expertise. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic candidates as well as applications from, LGB, Trans and non-binary candidates as underrepresented people within the museum.**

**Note to applicants: Please try to show in your application how you specifically meet the requirements in the about you section.**