



## Job Description

<b>Job Title</b>	Project Assistant (New Museum)
<b>Department</b>	IRS
<b>Grade</b>	D Standard
<b>Salary</b>	£24,198 per annum
<b>Hours</b>	35 hours per week
<b>Location</b>	Predominantly based at Museum of London with the requirement to work at Museum of London Docklands and Mortimer Wheeler House
<b>Duration</b>	1 Year Fixed term contract with the possibility of extension
<b>Reports to</b>	Collections Management Officer
<b>Responsible for</b>	N/A
<b>Overall job purpose</b>	<p>Assisting with the preparation and development of the new Museum of London this post will involve improving and expanding collection information (both contextual and at an object level), building new digital assets, addressing documentation backlogs and resolving legacy inventory issues.</p> <p>As the New Museum project will evolve the requirements of this role will require some flexibility in order to meet the demands of the project. For example, the context within which this role is carried out may at times be within the museum's stores or may at times be within the museum's galleries, as and when the demands of the project require.</p>
<b>Key result areas</b>	<ul style="list-style-type: none"> <li>To carry out collections management work including cataloguing, packing of objects, sorting, identifying and labelling in preparation for moving the collections to New Museum.</li> </ul>

- To maintain accurate records and documentation using established systems, including the museum's collections management system (MIMSY XG).
- Research and fact checking for catalogue records, object information files and other resources using especially the object acquisition files and the museum's collections management system
- To arrange and manage collections photography including object movement and related documentation and take record photography as required.
- Work with the Picture Library to clear rights including images rights and intellectual property.
- To support research and enquiry services by preparing for and supervising research visits and responding to enquiries as required.
- To carry out any other work consistent with the post and grade in order to support the collections plan and assist in the preparation of the collections for the new museum.

Cross-organisational requirements:

- To fully understand and contribute to the museum's Strategic Plan and the London Collections Plan.
- To work effectively and proactively with colleagues as part of a project team.
- May be responsible for including or managing volunteers.

	<ul style="list-style-type: none"> <li>To carry out any other duties that the museum may require from time to time and which are consistent with the post and grade.</li> </ul>
<b>Special Circumstances</b>	This position requires a Basic Disclosure which will reveal any unspent convictions. A criminal record may not necessarily be a bar to employment, as any decision will be treated on its merits and individual circumstances subject to the museum's overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of the museum's staff and the Collection.
<b>Working Conditions</b>	<p>This post will be predominantly based at London Wall with travel required to the Docklands site and Mortimer Wheeler House.</p> <p>Object handling and the lifting and moving of light objects will be required. Training and support will be provided.</p>

**NB** This job description reflects the requirements of the museum as at **May 2019**. The role and duties of the post are subject to change in line with the future development of the museum. The Board reserves the rights to make such changes as are necessary and any changes required will be discussed with the post-holder as appropriate.



## Person Specification

### Section 1: Top Essential Criteria

If you cannot provide evidence that you fully meet these criteria, your application will not be put forward for further shortlisting against the other criteria in sections 2 & 3.

No	Criteria	Assessment Method
1	Experience of working with museum collections including inventory auditing, measuring and packing, as well as object handling	AF/I/T
2	Experience of digitising 2D and 3D material (e.g. textiles, prints, photographs, etc.)	AF/I
3	Significant experience of using a museum (or equivalent) collections management system for data entry, reporting and retrieval	AF/I/T

### Section 2: Further Essential Criteria

No	Criteria	Assessment Method
1	A competent user of Microsoft Office, including experience of Word and Excel	AF / I
2	Excellent team and cross-organisational working skills with experience of having worked on projects in a team capacity	AF / I
3	Experience in taking record photographs of objects using a digital camera for effective record keeping	AF / I
4	Ability to work to deadlines and manage own time effectively	AF / I
5	Meticulous attention to detail in written work and data entry	AF / I/T
6	Excellent written and verbal communication skills, particularly when communicating with external researchers and team members and when dealing with a variety of internal and external enquiries	AF / I
7	Experience of identifying and cataloguing museum collections	AF / I

### Section 3: Desirable Criteria

No	Criteria	Assessment Method
1	Experience of museum documentation procedures	AF / I
2	Experience of using Mimsy XG collections management system	AF / I
3	Knowledge of material culture, London's history, museums and galleries	AF / I

### Information on Assessment Methods

Code	Assessment Method	This means...
AF	Application Form	You need to provide examples and evidence as to how you meet this criteria on the application form.
I	Interview	You will be asked questions around this criteria at the interview.
T	Test	This could be an ability test, personality profile, group exercise, on the job activity or computer test.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.