

Documentation Assistant (Fixed Term)



Royal Armouries Museum

Assisting the Collections Department in adding to, upgrading and checking the data in the current STAR collection management system ready for exporting into a new system.

Applicants will be educated to degree level, preferably in relevant subject area, have experience of data entry / PC experience and able to use a digital camera / scanner. Museum experience is desirable along with a basic knowledge of arms and armour.

This is a fixed term position for 9 months, working 37.5 hours per week, 5 days out of 7. Evening, weekend and bank holiday working may be required.

Salary £16,000 per annum pro rata

Application is by application form only. For an application pack please contact the Recruitment Team on 0113 2201949 or email recruitment@armouries.org.uk

Close date: Monday 13th February 2012

Interviews / Assessments: 28th February 2012

Royal Armouries welcomes applications from all sections of the community

Location:	Leeds, West Yorkshire
Category:	Administration
Duration:	
Type of Contract:	Temporary
Hours:	Full Time
added: Jan. 26, 2012	deadline: Feb. 13, 2012

More information: <http://www.royalarmouries.org/jobs>