

Curatorial Assistant (Stevenage) (5mth FTC)



National Army Museum

National Army Museum Trading Limited (NAMTL)

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Curatorial Assistant (Stevenage) Post No: NAMTL 782

Reports to: Senior Public Information Curator

Job role

The National Army Museum Trading Limited (NAMTL) has recently begun an extensive project to digitise a large and important collection of First World War archives at our Stevenage Outstation. A Curatorial Assistant is required to help co-ordinate this process by overseeing the scanning work being undertaken, and providing assistance, as required. This includes the packaging and moving of items of the Museum's collection, documentation, research, and cataloguing.

Job Description

1. The post-holder is responsible for:

- (a) Overseeing the work of external scanning assistants, providing them with items, as and when needed.
- (b) Keeping a record of progress to be communicated regularly to the Senior Public Information Curator.
- (c) Handling, packing and labelling archives to the required standards.
- (d) Moving objects safely to various stores (this may require training on how to operate a Scissor Lift).
- (e) The documentation of the collections and ensuring accurate information is recorded on the database.
- (f) Research and cataloguing of archives (training will be provided).
- (g) Undertaking internal and external requests for information from the archives.
- (h) Assisting Curators with other Collections Management tasks, as required.

2. Resource Management

- (a) Responsible for the motivation, management and training of designated Museum staff, contractors and volunteers, exercising a proper duty of care over them.

3. Internal Relationships

- (a) The post-holder will be managed by, and will work closely with, the Senior Public Information Curator, and other staff and contractors, as required. Regular progress meetings and contact arrangements will be put in place by the Senior Public Information Curator.
- (b) The post-holder must co-operate fully with all members of the Museum staff, but particularly with the Managers and members of staff within the Collections Division, the Conservators, the Department of Computer & Technical Services and the Museum Director.

4. External Relationships

- (a) Working with external scanning assistants based at Stevenage.

5. Knowledge

- (a) All curatorial staff will develop a sound working knowledge of the story of the British Army and its traditions, and associated and relevant knowledge, past, present and future, as necessary for the delivery of their work, and the Museum will assist (where reasonable) to facilitate this.

6. Health & Safety and Security

- (a) Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

7. In addition, the post-holder is required to:-

- (a) Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- (b) Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.
- (c) Effectively manage delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director' General's appointment as the Museum's Accounting Officer. To promote efficient and cost-effective methods of working to keep

strictly within planned budget allocations, as set by the Management Team Finance Committee. To play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources.

(d) Take due care to assess and manage risk, having regard to the Risk Management Policy; (Risk Management at the NAM: Matrix of Risks).

(e) Carry out his/her duties in accordance with the Equal Opportunities Policy.

(f) Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other NAM/NAMTL property or services are held, or carried on, as and when necessary. UK and some foreign travel may be required.

(g) The post-holder must co-operate fully with the Management of the NAM/NAMTL in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director General and Management Team.

8. The appointment is fixed-term for 5 months (November 2013 to March 2014) and full-time, working 36 hours (net) per week. Additional evening and weekend working may be required.

9. The appointment will be subject to a security clearance through Disclosure Scotland.

10. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.

11. NAMTL is an equal opportunities employer.

12. NAMTL operates a no smoking policy.

Janice Murray, Director General September 2013
National Army Museum

Location:	STEVENAGE, Herts
Category:	Curatorial
Duration:	
Type of Contract:	Contract
Hours:	Full Time
added: Sept. 13, 2013	deadline: Oct. 11, 2013

More information: <http://www.nam.ac.uk/vacancies>