

# MUSEUM *of* BRANDS

## Role Description – Assistant Curator

<b>Job Title</b>	Assistant Curator
<b>Responsible to</b>	Museum Manager, Founder
<b>Works with</b>	Founder, Museum Manager, Visitor Services Officer, Duty Managers, Volunteers
<b>Contract</b>	Initially a 12-month contract, part-time 24 hrs per week
<b>Location</b>	Museum of Brands, London, W11 1QT with some offsite and remote working
<b>Hours</b>	8.5 hrs per day include 0.5 lunch
<b>Working pattern</b>	3 days per week Monday to Friday (flexible working welcomed) plus occasional weekends
<b>Holiday</b>	12 days, 5 days public holidays
<b>Salary</b>	£22-£25k pa (pro rata) depending on experience

## Job Purpose

To provide curatorial support in the development, care of, documentation and research, presentation and interpretation of the Robert Opie Collection, housed by the Museum of Brands. As assistant to the collection's founder, the Assistant Curator will mainly undertake object-based activity as well as writing captions and other materials and engaging with Museum visitors. They will also develop and deliver a new project to capture and collate the Founder's knowledge and expertise on this nationally significant consumer heritage collection.

## 2) Key responsibilities

### Collecting & Collections Care

Ensuring that the Museum exhibits and displays are well presented and in good working conditions

Take responsibility for day-to-day care of objects including incoming donations

Manage the movement of objects between the Museum site and two offsite storage spaces

Join and co-lead the second half of a project to build new shelving for objects in offsite stores

Undertake cataloguing, documentation and digitization of the permanent collection

Recruit and manage collections volunteers to assist on the cataloguing of the permanent collection

Develop practices to guide working in storage areas and spaces that may present additional risks

Support fundraising for collections work by collating evidence, evaluating activity and inputting on funding bids

Assuring the museum applies best practice of UK Museum Accreditation Scheme and assisting the Museum apply for Accreditation, as and when appropriate

Management of agreed Photography policy within the museum and assistance with management of copyright issues and enquiries.

### **Capturing Knowledge**

Develop understanding of the Robert Opie Collection by capturing and collating the Founder's expertise in useful and buildable formats

Collaborate with Trustees and Founder to develop a forward plan for capture of specialist knowledge and input on board-level succession planning and risk management

Shadow the Founder on active collecting policy and produce written guidance on current process

Develop a forward job plan for this role including volunteer and intern support.

### **Presenting & Interpreting Collections**

Share stories from the Founder's knowledge with team-members as content for activities, programmes, displays and exhibitions

Participate in the production of material for publication in print and online

Write, produce and install captions for the permanent collection (the Time Tunnel) and refresh existing captions and infopanel

Participate in the development of temporary and permanent displays, and temporary exhibitions

Represent the Museum of Brands through participation on professional networks.

### **General**

Apply common sense to all areas of work and take a positive and innovative approach to problem solving

Support Duty Managers in smooth running of the Museum, with due regard for health and safety requirements for staff and visitors

Alongside all the team, train as a Duty Manager, and sometimes be responsible for running the Museum site (this will include occasional weekend days, estimated 1 per 4-6 weeks)

Undertake such other comparable duties as may be required

As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.

### **3) Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Degree or equivalent relevant experience	MA, Postgraduate, or equivalent
<b>Job Specific</b>	<p>Exceptional standard of written English</p> <p>Good level of AV technical knowledge</p> <p>Demonstrable knowledge or interest in social and consumer history</p>	<p>Experience of writing or editing in a professional context.</p> <p>Track record of having contributed to displays and/or exhibitions, or equivalent experience</p> <p>Familiarity with the standards of</p>

	<p>Experience of talking to cultural audiences / visitors</p> <p>Experience of handling museum objects</p> <p>Experience of the use of at least one of the industry standard Collections Management databases</p>	<p>the UK Museum Accreditation Scheme – or similar national standards</p>
<b>Core skills</b>	<p>Drivers License</p> <p>Confident working at height and in confined spaces</p> <p>Highly capable with sound common sense</p> <p>Confident user of MS Office and other relevant IT systems as appropriate for this role</p> <p>Demonstrates flexibility and the ability to manage multiple tasks</p> <p>Good interpersonal skills and confident with speaking in Public</p> <p>High level of attention to detail with focus on grammar and spelling</p> <p>Fast learner, able to pick up new skills with ease</p> <p>Hard working, thorough and reliable</p>	<p>Managing volunteers (or paid team-members)</p>

#### 4) Museum responsibilities

- Demonstrate a commitment to the principles of equality of opportunity and fairness of treatment
- Respect all confidentiality, principles and practice of the Data Protection Act
- Undertake further training as deemed necessary
- Assist in maintaining the security of the Museum and Museum visitors
- Comply with Fire and Health and Safety policies and legislation and ensure the compliance and awareness of volunteers and visitors to the building
- Will undertake full DBS check.

## **5) How to apply**

Please send your CV and a covering letter outlining your suitability and highlighting how your experience fits our role description to: [anna@museumofbrands.com](mailto:anna@museumofbrands.com)

If you would like to discuss the role prior to applying please email [anna@museumofbrands.com](mailto:anna@museumofbrands.com)

Closing date: 9am 30/11/2021