

Beck Isle Museum

Job title: Documentation project assistant

Organisation: Beck Isle Museum of Rural Life, Pickering, North Yorkshire

Salary: £8.00 per hour

Part-time for 120 hours over 6-8 weeks.

Working arrangements will be agreed with the successful candidate.

Closing date: Monday 29th October, 9am

The Beck Isle Museum is seeking a documentation assistant as part of a project to improve collections documentation and create a fully searchable dataset.

This role will involve helping to improve object records on our collections management system (Modes), making information about the collection clearer and easier to retrieve. The project will provide the opportunity to gain familiarity with museum database management, through research, data-input and data-tidying.

For further information contact Ella Voce, Museum Manager on 01751 473653 or via the email address below.

To apply for the role please send a copy of your CV along with a covering letter to info@beckislemuseum.org.uk

About Beck Isle Museum

Beck Isle Museum of Rural Life is an independent charity, staffed mainly by volunteers, which collects, preserves and exhibits items of local historical interest to inspire, educate and entertain visitors.

It was founded in 1967 by a group of local people interested in preserving the history of Pickering. Over the last 50 years the museum has continued to grow in popularity and size with the help of an enthusiastic and knowledgeable team of local volunteers. The collection now numbers some 50,000 objects reflecting Pickering's rich history as a rural market town.

Over the last year the museum has undertaken a project to consolidate all of its collections data into one database. Considerable effort has been expended to ensure that the museum meets the required standards in collections care and documentation.

Beck Isle Museum is an Arts Council England Accredited Museum and this project is funded by the Museum Development Yorkshire Small Grant Scheme.

Core responsibilities

This role will involve working to improve the collections information in Modes, making information about the collection clearer and easier to retrieve. This will help to improve volunteer access to collections information, improve collections knowledge and identify areas where there are gaps in collections information.

Reporting to the Museum Manager

The main tasks will be:

- Checking and correcting existing database entries to improve accuracy and conformity with the museum's cataloguing guidelines.
- Input of new collections information into the database ensuring accuracy and in conformity with the museums cataloguing guidelines and procedures.

These tasks will require:

- The updating of records with object location and classification.
- Separating data from the description into other fields such as date, dimension, material, etc.
- Checking and amending any duplicate records.

Person specification

Essential:

- A demonstrable interest in history and heritage
- Previous experience of working with a collections database (ideally Modes) would be an advantage.

- Accuracy, good attention to detail and an ability to undertake tasks of a repetitive nature.
- An understanding of collections management.
- The ability to work independently.
- Strong IT skills

Desirable:

- Degree in appropriate subject or experience of working or volunteering in a museum/heritage environment
- Experience of working with volunteers