



Job Description and Personal Specification

Post Title:	Collections Assistant
Responsible to:	Dynamic Collections Project Manager
Salary:	£23,660 per annum (pro rata)
Hours:	3 days a week until Dec 2025 fixed term post
Annual Leave:	4 weeks holiday per year, plus 8 days bank holiday pro rata
Location:	Pickering Beck Isle Museum with some local travel

Background

Beck Isle Museum is a small, self-funded and largely volunteer run accredited museum. Local and social history displays are housed in a Grade II* Georgian building in the heart of Pickering. The museum was set up in 1967 in just two rooms but as it got established and more items were donated, it quickly expanded to fill the whole site. The collection has grown over the last 50+ years, the stores are now full and it is time for a collections review.

The aim of the NLHF Dynamic Collection project is to make the stored collection more accessible. The Collections Assistant role will work with the Project Manager and will be crucial to the success of the project. It is a fantastic opportunity to further your knowledge of social history objects and museum documentation and open up this collection to a wider audience.

Job Summary:

The Collections Assistant will work with the Project Manager and volunteers to make the stored collections more accessible through improved storage, documentation and rationalisation. They will increase engagement between our audience and the collection through regular social media posts, and assist with displays, events, open days, handling boxes and the exhibition.

Core Duties:

- Lead on the process of disposal following Museum standard Disposal toolkit guidelines
- Assist with re-organising the stores in line with (Social History and Industrial Classification) SHIC
- Assist with re-packing the collection
- Continue with the inputting of collections records on to MODES
- Work with and guide the project volunteers and Museum Studies student placements
- Assist with all aspects of access to the project, including social media posts, displays, events, handling boxes and exhibition



Person Specification

Professional Qualifications

- Degree level or equivalent qualification or experience in a relevant discipline. (Essential)
- Post-grad qualification in Museum/Heritage studies or equivalent (Desirable)

Experience

- Minimum of one year's practical experience of working in a museum or related field. (Essential)
- Experience/knowledge in collections care particularly in the storage of the mixed social history collections (Desirable)
- Awareness, knowledge and adherence to Spectrum primary procedures (Desirable)
- Working knowledge of SHIC (Social History and Industrial Classification system) (Desirable)
- Writing a blog, social media posts etc for an employer (Desirable)

Skills

- Organised, with the ability to manage a diverse workload and to meet deadlines (Essential)
- Excellent IT skills including experience of using Collection Management Databases (pref. Modes) (Essential)
- Good interpersonal and communication skills (Essential)
- Ability to work alone and as part of a team (Essential)
- Commitment to equality, diversity and inclusion in the context of the role (Essential)
- A keen interest in local social history collections (Desirable)
- Ability to carry out collections research where appropriate to the role. (Essential)
- Being physically able, as the nature of the role will include working from step ladders, lifting and carrying objects, using stairs and loft ladders to access attic stores. (Essential)

How to Apply

For an informal chat about the post phone Sarah Maultby, Collections Manager 01751 473653 or email manager@beckislemuseum.org.uk (On leave until Mon 8th April)

Application Form can be downloaded from website www.beckislemuseum.org.uk

Email filled in form to Sarah Maultby, Collections Manager
manager@beckislemuseum.org.uk

Deadline: Monday 22nd April at 9am

Interview day: Wednesday 1st May

