



Custom House, 31 Commercial Road, Back Badge Square, Gloucester, GL1 2HE

Curatorial Assistant - Job Description

Job title	Curatorial Assistant
Division or department	Soldiers of Gloucestershire Museum
Location	Custom House, Gloucester Docks
Responsible to	Museum Director

This job description provides an outline of the duties and responsibilities of the role and the necessary skills and knowledge required to perform them as at the date it was created. Employees will be recruited on the basis of their qualifications and experience to do the work to be performed, regardless of sex, sexual orientation, gender reassignment, marital or civil partnership status, race, colour, ethnic or national origin, nationality, religion or belief, age, pregnancy and maternity, disability or trade union membership status. By applying for this role, the candidate accepts that over time this job description may be subject to change as the candidate's duties and job evolves.

Job purpose: Employed by the Board of Trustees, reporting to the Museum Director, the Curatorial Assistant will be responsible for all aspects relating to the care of the Museum Collection, whilst increasing accessibility to it in new and innovative ways.

About the Museum

In 1980 the Soldiers of Gloucestershire Museum was installed in its current home, The Custom House. The Museum's displays tell the stories of soldiers of The Gloucestershire Regiment and the Royal Gloucestershire Hussars, their predecessors and successors, including today's Rifles, their families and communities since 1694. In 2014 the Museum was awarded a major Heritage Lottery Fund grant to completely redisplay the collections. Further information about the Museum is available on The Soldiers of Gloucestershire Museum website – www.soldiersofglos.com

The Museum has just been awarded a Resilient Heritage Grant by the National Lottery Heritage Fund (NLHF), which will involve a series of inter-connected studies to improve the experiences that the Museum offers its visitors, and to generate additional revenue.

Responsibilities

While the Museum Director will be fully engaged with the management of the Grant, the Museum requires a part-time Curatorial Assistant to help with both curatorial work and the co-ordination and mentoring of volunteers.

Responsibilities will focus on:

Curatorial work - Assuming responsibility for day-to-day curatorial activities, managing the Museum's Collections database, processing enquiries, mentoring archival volunteers, and offering tours.

Required knowledge and skills

Essential

1. Ability to communicate effectively, both in person and in writing
2. Skilled in the appropriate handling and storage of museum objects
3. Excellent computer skills
4. Skilled in manipulating Collections databases
5. Knowledge of museum policies and procedures
6. Able to conduct research in an organised and timely way
7. Excellent organisational skills
8. Strong interpersonal and communication skills
9. Experience of working on your own initiative and as a member of a team
10. Ability to multi-task
11. Ability to create and maintain relationships with partners

Desirable

1. Have experience working with the MODES Collections database
2. Knowledge of the history of Gloucestershire's County Regiments
3. Good numeracy skills
4. Ability and willingness to work flexibly, out of normal office hours and off site if required

Qualifications

At least 6 months of experience directly related to the responsibilities specified above.