

Job Title: Collections Assistant

Reports To: Curator

Location: Burton Constable Hall

1. Context

Burton Constable has a long and fascinating history dating back to the Norman conquest – it has been home to the Constable family for over 700 years, and showcases Elizabethan and Georgian architecture, a unique Cabinet of Curiosities and exceptional Victorian furnishings – to name but a few of the attributes that set it apart! Located on the outskirts of Hull in East Yorkshire, it's one of the region's most popular attractions.

2. Responsibilities and Duties

We are recruiting for a highly motivated and dedicated individual to fill a 10-month position as a Collections Assistant. This temporary role is crucial in enhancing the documentation and updating the collections management database, ensuring the preservation and accessibility of the museum's unique collections. The post holder will play a pivotal role in supporting the Curator, contributing to the museum's mission to preserve and share the rich history of Burton Constable Hall. Experience of working with museum collections and an enthusiasm for delivering to a wider audience is essential to this role.

3. Responsibilities and Duties

- a. Collections Documentation: Work to meticulously document and record information about the museum's diverse collections, including artworks, artifacts, documents, textiles, and furniture. Ensure accuracy and completeness in the documentation process.
- b. Collections Database Management: Oversee the update and organisation of the collections management database. Ensure that all pertinent data, such as provenance, condition, and historical context, are recorded in a systematic manner.
- c. Collections Care and Preservation: Collaborate with the Curator and Conservation Housekeepers to ensure proper care and preservation protocols for objects are in place.
- d. Cataloguing and Inventory Management: Use the museum database FileMaker to catalogue and track the collections. Employ industry best practices to ensure efficient cataloguing and consistent data entry, consistent with Spectrum 5.0.
- e. Collections Photography: Capture high-quality images of the objects and integrate them into the database, enhancing the visual documentation of the collections. The ability to work alongside volunteers to support their training in this process would be beneficial.
- f. Research Assistance: Provide support in conducting research on specific objects or collections, contributing to ongoing projects aimed at uncovering new insights into the museum's collections.
- g. Collections Auditing: Assist in auditing the collections to verify their physical location, condition, and alignment with the database records.

- h. Visitor Engagement: Occasionally engage with museum visitors, sharing insights into the collections' significance to improve understanding of the museum's historical importance.
- i. Work closely with the Curator and other museum staff.
- j. Training and Professional Development: Take advantage of available training opportunities.
- k. Act as an ambassador for the Burton Constable Foundation

4. Person Specification

Knowledge

Essential

- Minimum education requirement of an undergraduate degree in museum studies, art history, history, archaeology, or a related field
- Familiarity with collections care and preservation principles
- Ability to handle and document delicate and valuable artefacts with care

Desirable

- Previous experience in collections management or documentation projects
- Knowledge of Spectrum 5.0
- Proficiency in photography for documentation purposes

Skills & Knowledge

Essential

- Attention to detail and good time management skills
- Excellent written and verbal communication skills
- Ability to write object descriptions in a way suited to public dissemination
- Proficiency in database management and data entry
- Good team working approach and ability to work supportively and collaboratively with a wide range of colleagues
- Ability to work flexibly and to adapt to changing work situations
- Demonstrable experience of best practice in handling museum collections

Desirable

- Experience of working alongside and preferably supervising volunteers

Health & Safety

- To be responsible for your own Health and Safety and that of anybody else who may be affected by your acts or omissions.

If you have a passion for collections management and a desire to make a significant impact in documenting the history of Burton Constable Hall, we invite you to apply for this 10-month Collections Assistant position.

This temporary role offers a unique opportunity to contribute your expertise and enhance the accessibility and preservation of our valuable collections, with the support of our Curator and additional training in collections photography available during the position's duration.

For an informal discussion about the post please contact Philippa Wood, Curator, on 01964 508162.