

Job Title:	Collections & Exhibitions Officer	Role Profile Number:	CEN73
Grade/s:	Grade N	Insert Date Prepared: November 2018	
Directorate/Group:	STEAM Museum – Planning, Regulatory Services & Heritage	Reporting to:	Collections & Interpretation Manager

Job Purpose

To ensure that all items within the STEAM permanent collections (including loans) are collected, documented, cared for, displayed or otherwise made available to members of the public according to the highest professional standards.

Key Accountabilities

- Working under the direction of the Collections & Engagement Manager deliver a lively and varied programme of temporary exhibitions.
- To develop, support, motivate and manage the Collections & Exhibitions Assistant and relevant volunteers.
- Ensure that all permanent exhibitions continue to meet customer expectations, proactively developing and delivering improvements where appropriate.
- Work as part of the Collections & Engagement Team to research and develop exhibition and interpretive programmes, publications, web site, events and other activities, to benefit learning and discovery, social inclusion and enjoyment for a wide range of market segments.
- Manage and deliver an effective enquiry service to the public, museums sector, the media and other contacts, and act as a point of contact for all enquiries related to the STEAM Collections, including from the public, museums sector, the media and other contacts.
- Manage, maintain and develop the STEAM Picture Library and STEAM Picture Gifts, liaising with colleagues as appropriate, including delivery of images and archive material to researchers, publishers and the media via STEAM Picture Library, taking responsibility for copyright issues and the financial administration of this resource.

- Provide lectures, talks and other interpretive activities to promote the widest understanding and enjoyment of the Museum and its collections, including community outreach projects.
- Manage the use of STEAM Library and archive, and work with volunteers to benefit public and research access.
- Recruit, train and supervise up to around 20 or 30 volunteers as agreed with the Collections & Engagement Manager.
- Assist the Collections & Engagement Manager with the analysis of public and other feedback to benefit the continuous improvement of exhibition and other interpretive activities, as well as attract increase visitor numbers, across STEAM.
- Assess all potential acquisitions to the permanent collections, recommending them for acquisition as appropriate.
- Assess all potential disposals from the permanent collections, recommending them for disposal as appropriate.
- Assess all potential loans in and loans out recommending loans as appropriate.
- Work as directed by the Collections & Engagement Manager to administer the STEAM loans in and loans out, including loans from the National Railway Museum.
- Under the direction of the Collections & Engagement Manager develop and maintain appropriate safe storage systems for artefacts held as part of the STEAM Collection, consistent with professional standards of care.
- Ensure the appropriate storage, environmental control, conservation, safe operation and security of the STEAM Collections, in line with best practice, national guidelines and standards.
- Undertake research into individual items within the STEAM Collections.
- As directed by the Collections & Engagement Manager, organise a programme of conservation for selected objects.
- Ensure that all relevant paperwork and documentation is up to date and meets standards set out by SPECTRUM, Arts Council England Accreditation, Swindon Borough Council and STEAM.
- As directed by the Collections & Engagement Manager, undertake regular pest monitoring and cleaning of display and store areas and collections artefacts
- As directed by the Collections & Engagement Manager, undertake regular environmental monitoring of temperature, relative humidity and light/UV levels, including the interpretation of results.
- Keep up to date with the use of new media and digital technologies in order to engage target audiences.

- Monitoring on a day to day basis the STEAM collections budget ensuring economic use of resources and value for money.
- As directed by the Collections & Engagement Manager, to undertake collections and exhibitions work at Lydiard House as outlined within the STEAM / Lydiard Curatorial & Learning Service Level Agreement.

Supplementary Accountabilities

- Work as directed by the Collections & Engagement Manager to maintain Accreditation standards at STEAM.
- To review (and where relevant develop) documentation relevant to the maintenance of Accreditation at STEAM.
- Undertake occasional weekend and evening duties as required.
- Ability to travel across the Borough for meetings.

Knowledge & Experience

- Able to demonstrate significant experience of working in a museum and/or heritage environment.
- Able to demonstrate previous experience of collections including their development, documentation, conservation / care and interpretation.
- Able to demonstrate a good knowledge of SPECTRUM and the collections part of Arts Council England Accreditation Standard.
- Knowledge of / interest in the histories of Swindon, the Great Western Railway, Social History, Industrial history or similar.
- Excellent communications and interpersonal skills.
- Able to demonstrate good and effective ICT skills.
- Able to demonstrate good understanding of and knowledge of time management and planning skills, with a good ability to prioritise and organise work.
- Able to demonstrate the ability to work well under pressure and deadlines and to keep calm under stressful situations.
- Able to demonstrate a good understanding of manual handling techniques.

Qualifications

- Degree or diploma in Museums, Heritage, History or similar qualification or considerable relevant experience.

Decision Making

- Temporary exhibition delivery plans.
- Responsibility for STEAM volunteers involved in the delivery of collections & exhibitions, and for the development of volunteer activities.
- Day-to-day activities associated with the care and documentation of collections.

Creativity and Innovation

- Ability to demonstrate a creative approach to the display and interpretation of objects and archive material.
- Ability to demonstrate a good knowledge and understanding of specialist area.
- Ability to demonstrate a creative approach to documentation and care of artefacts and archive material.
- Ability to demonstrate a creative approach to product development for STEAM shop stock, using the museum's collections as inspiration.

Job Scope

<u>Number and types of jobs managed</u> Joint with other Collections & Exhibitions Officer <ul style="list-style-type: none">• Collections & Exhibitions Assistant• Volunteers	<u>Budget Holder Responsibility</u>	No
<u>Typical tasks supervised/allocated to others</u> <ul style="list-style-type: none">• Research, public and professional enquiries• pest and environmental monitoring• basic collections management and care• basic collections documentation tasks	<u>Asset Responsibility</u>	No (responsibility for around £25 million of museum collections is held by the Collections & Interpretation Manager)

Contacts and Relationships

- Is expected to have maintain and develop professional links and networks, including with external funding bodies.
- Is expected to engage with forums and partnerships across the museum sector locally, regionally and nationally.
- Is expected to be able to demonstrate excellent communication with elected members and senior managers within STEAM and the Council.
- Is expected to be able to demonstrate excellent communication with a range of the full range of STEAM clients and customers and other STEAM team members, including volunteers and Friends.

Values and Behaviours

We strive to underpin this culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time.

Connected

We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient

We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave

We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Other Key Features of the role

- Working occasional weekend and evening duties to meet the demands of the year round programme and work flexibly around deadlines.
- In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work.
- You must also co-operate with the Council to enable it to comply with its statutory duties for Health and Safety. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your Manager of any hazardous situations or risks of which you are aware.

Employee Signature:	Print Name:
Date:	
Line Managers signature:	Print Name:
Date:	