

Job Description

Job Title: Collections Officer

Organisation: Surrey Infantry Collection (Princess of Wales's Royal Regiment and Queen's Regiment Museum Maintenance Fund).

Location: UK, England, Woking

Contract length: 18 Months

Salary: £23,072 per annum, pro rata (24 hours a week). (£13,843.20 pro rata)

Holidays: 12 Days per annum, not including Bank Holidays.

Closing date: 6th November 2020

To apply: Please send your CV and a cover letter to pwrrandqueensmuseum@outlook.com.

The Surrey Infantry Collection seeks a dynamic, motivated individual with a proven track record in collections care and management. The successful candidate will join us to care for the Surrey Infantry Collection as we decide upon the collection's long-term future.

The collection contains c. 5000 military history relating to the Surrey Infantry regiments, from their beginnings in 1661 with the 1st Tangier Regiment to their incorporation into the Queen's Regiment in 1966. The Surrey Infantry Museum was a casualty of the fire at Clendon House in 2015, but the remains of the collection and archive is currently held at the Surrey History Centre on Goldsworth Road in Woking, where the post is based.

Our Collections Officer will care for, maintain and facilitate access to the Surrey Infantry Collection. The job holder is employed by the Princess of Wales's Royal Regiment (PWRR) and Queen's Regiment Museum Trustees, and reports to the Curator of the PWRR Museum.

The postholder will:

Conduct a full collections review to understand the relevance and significance of the collection. This may result in the decision to rationalise parts of the collection.

To organise the work of and be responsible for volunteers, who work in the areas for which the job holder has responsibility.

Manage the documentation and administration of the collections, including overseeing cataloguing and updating of entries to the Modes (Complete) database, managing any loans, and ensuring that collection documentation adheres to SPECTRUM 5.0 standards.

Respond to enquiries about the collections by telephone, in writing or in person.

Improving collections storage, care and management, identifying and actioning conservation issues, and overseeing environmental monitoring.

To support the Friends of Surrey Infantry Museum (FOSIM), which arranges quarterly Regimental History lunches (when collections staff give an update).

To undertake any training and development as required.

To adhere to the Museum Association's Code of Ethics.

To adhere to all the Charity's museum policies.

To ensure that all operations are undertaken in accordance with the standards of Health & Safety, including the undertaking of risk assessments where appropriate.

Person Specification:

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> - Degree in an appropriate subject - Post graduate qualification in museums, heritage management or military history. 		<ul style="list-style-type: none"> <li style="text-align: center;">✓ <li style="text-align: center;">✓
Experience		
<p>General</p> <ul style="list-style-type: none"> - Minimum 12 months museum experience – paid or volunteer work - Experience of working in an independent museum - Experience of assessing risk, implementing and taking responsibility for H&S in own area. - Experience of giving tours, presentations and talks 	<ul style="list-style-type: none"> <li style="text-align: center;">✓ <li style="text-align: center;">✓ 	<ul style="list-style-type: none"> <li style="text-align: center;">✓ <li style="text-align: center;">✓

	Essential	Desirable
Knowledge Demonstrable interest and understanding of two or more of: <ul style="list-style-type: none"> - Military history - History of the British Army - British Infantry - Regimental History of the Surrey regiments 	✓	
- Interest and proven ability in working with military collections		✓
- Experience of handling collections	✓	
- Working knowledge of collections care and experience of their practical implementation		✓
- Working knowledge of museum documentation principles to SPECTRUM standard		✓
- Demonstrable ability to work with computer-based collections management systems		✓
- Experience of working with MODES CMS Collection Management System		✓
- Experience of photographing and digitising museum collections		✓
- Understanding of Integrated Pest Management and Environmental monitoring		✓
- A clear understanding of Health and Safety Legislation and demonstrable experience of practical implementation such as risk assessment		✓

Skills and Attributes	Essential	Desirable
Excellent communication skills	✓	
High degree of computer literacy	✓	
Ability to prioritise	✓	
Ability to time manage with confidence to make decisions and deal immediately with operational challenges and issues.	✓	
Ability to keep accurate records	✓	
Ability to work independently	✓	
Ability to work well under pressure	✓	
Ability to work with and motivate volunteers	✓	
Values and attitudes		
Have a flexible approach to working and be willing to get involved in all aspects of the Surrey Infantry Collection.	✓	
Hold a current driver's licence		✓