

JOB DESCRIPTION

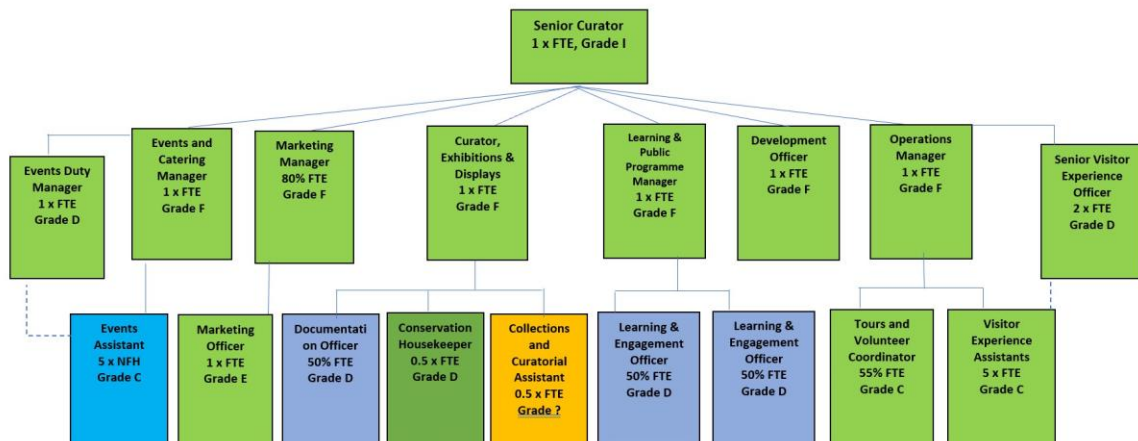
Job Title	Collections and Curatorial Assistant
Directorate	Communities and Culture
Section or Service	Chief Executive Office
Team	Museums
Grade	Grade C

DESIGNATION:

Responsible to:	Curator
Employees directly supervised (if applicable):	

Family Tree

Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.



Museums Team 2024-25

- Permanent Contracts
- Temporary Contracts
- Proposed positions
- No fixed hour contracts

1. JOB PURPOSE:

- The postholder will be an active part of the museum's collections and curatorial teams working to deliver temporary exhibitions and manage the museum's collection.
- The postholder will be responsible for the administrative duties around the collections and exhibitions programme, which will provide better value for money and create more capacity within the existing museum's team.
- The postholder will be responsible for keeping the museum's records up to date, maintaining the onsite and digital interpretation, as well as key internal collections and exhibitions documents.

2. DESCRIPTION OF DUTIES:

1. Perform administrative tasks relating to the museum's exhibition programme and collection's management.
2. Maintain and update key documents used for the planning of temporary exhibitions, and the management of the collections.
3. Maintain and update the museum's onsite interpretation following changes to the permanent displays.
4. Carry out research on the museum's collections, and for temporary exhibitions under supervision.
5. Take an active part with the curatorial and collections team in the installation of exhibitions, and the re-display of the collections in both historic houses.
6. Maintain the museum's online interpretation offer, including adding to and updating collection records to make the collection more accessible to the public.
7. Be responsible for the museum's collections and curatorial mailbox, fielding email enquiries and research requests.
8. Ensure that required collections information for the museum's emergency planning is accurate and up to date.
9. Take an active part in the museum's emergency salvage team in the event of an incident at the museums.
10. Process invoices relating to the museum's collections and temporary exhibitions programme.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Collections and Curatorial Assistant
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Essential: No formal qualifications are required for this position, but detailed skills and experience are outlined below.
C	Skills; Experience and Attitude Essential: - Strong interest in and knowledge of museums, collection care and art history gained from either an educational setting or experience working/volunteering in a museum, historic house. - Good understanding of museums and collections and the importance of art history within the community. - Understanding of how a museum works and knowledge of collections. - Skills in researching and drafting interpretation which can be applied to collections. - Demonstrable working experience in an administrative position. - Strong organisation skills, ability to prioritise and multitask. - Good attention to detail.

	• Ability to explain information to a range of visitors, colleagues or stakeholders in a clear and concise manner to allow engagement. • Good IT skills and ability to use key software such as Microsoft word, excel, PowerPoint and outlook • Experience of working in a team, collaborating with others.
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Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: INTEGRITY • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour:

	• I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	• We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. WORKING TOGETHER The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.