



### **Job Description - Collections Care and Documentation Officer**

Reports to: Collections & Exhibitions Manager  
Oversight of: Volunteer teams specific to Collections based projects  
£22,000  
Permanent Full Time Role

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#### **Major Purpose**

- To develop and deliver collections care and preventative conservation activities supporting the Collections Department in the long-term preservation of the Museum's extensive collection;
- Support the Collections & Exhibitions Manager in keeping documentation systems updated, processing new acquisitions and following up research enquiries.

#### **Collections Care**

- Develop and implement a Museum Conservation cleaning programme to ensure objects on display and in storage are regularly inspected, assessed and where necessary identify treatment;
- Develop and implement a Vehicle and Aircraft Housekeeping programme for all internal areas that includes an assessment of each area to identify potential damage or risk that will need future treatment;
- Provide advice and guidelines on all aspects concerning the care and conservation of collections, recommending appropriate storage, handling and movement of museum objects where appropriate;
- Support the development and maintenance of the Museum's Collections Care and Conservation plan;
- Be aware of the issues around potential hazardous materials that can be found in large industrial collections and understand the procedures on how to handle and treat them;
- Conduct other duties as and when required to foster, support and promote effective Collections Management as a means to develop the Museum.

#### **Collection Stores**

- Continue the implementation of the store relocation project, coordinating volunteers to support this process;
- Ensure all items are suitably documented – including condition assessment – prior to being repackaged (if required) in appropriate conservation grade materials;

- Support the Collections & Exhibitions Manager to find solutions to storage issues related to complex objects that are pragmatic and are appropriate for the condition of the object in question;
- Make sure all locations are recorded and MODES is fully updated with all new data.

#### Environmental Monitoring and Integrated Pest Management

- Support the Collections & Exhibitions Manager develop and implement a sitewide environmental monitoring strategy for all galleries, stores and aircraft – this will include Temperature / RH / Lux / UV;
- Regularly monitor and review environmental data – where action needs to be taken identify the cause and make recommendations for the potential solution;
- Collate and write the annual environmental monitoring report, analysing the data and identifying potential trends that will need resolving;
- Support the Collections & Exhibitions Manager develop and implement the sitewide Integrated Pest Management strategy, reviewing location of pest traps when required;
- Carry out quarterly inspections of all pest traps, identifying potential issues, recording them and take appropriate action to halt the issue;
- Collate and write the annual IPM report, providing analysis on findings and identifying potential issues and trends as well as making recommendations

#### Condition Assessments and Conservation Management Plans

- Support the Collections & Exhibitions Manager by implementing a programme of condition checking the Museum's collection on display and in storage, making sure that paperwork is up to date;
- Carry out condition assessments on objects requested for loan, identifying potential remedial works and display requirements;
- Support the Collections Review process by providing assessments on identified objects and providing an analysis on their stability and potential long-term issues;
- Support the Department in the development and implementation of Conservation Management Plans for all the Museum's large objects, ensuring all paperwork is updated and is in the preferred format;
- Update MODES on a regular basis, making sure Collection Care data is added to objects

#### Documentation

- Process new acquisitions to the Museum's collection, following acquisition and accessioning procedures which includes updating MODES;
- When working with specific objects from the collection, make sure catalogue details are up to date and where necessary record relevant data on the paperwork and on MODES;
- Support the Collections & Exhibitions Manager on potential research enquiries when asked, providing relevant information and responding to them in an appropriate time

### Volunteers

- Provide the relevant training in collections care and object handling for volunteers that will be supporting your work;
- Coordinate and supervise your team of volunteers, ensuring they know and understand what they are doing on a daily basis so as not to put themselves or the collection at risk;
- Provide housekeeping training to all stewards working in galleries and aircraft so they know the appropriate methods for maintaining display areas and know how to identify potential issues and report them

### Health and Safety

- Have an understanding of potential hazardous materials that can be found in large industrial collections and if any concerns, immediately report to the Collections & Exhibitions Manager who will instruct on further actions;
- Follow risk assessments that have been written for specific activities and if required make sure that your volunteer teams have also read and understood them;
- Be willing to be First Aid trained to support the wider Museum operation.

Undertake any other duties from time to time that support the wider Museum's operation, including events, which will entail occasional weekend and evening work.

**Person Specification – Collections Care & Documentation Officer**

<b>Essential</b>	<b>Desirable</b>
Educated to degree level	Relevant vocational / skills-based training in one or more areas specific to the role  Post graduate qualification in associated subject (i.e. MA in Museum Studies, Conservation, Heritage Management)
A minimum of two years continuous work experience in a Museum or Heritage organisation	Worked in an Independent Museum
Demonstrable experience in using and understanding the principles of Collections Care, including condition checking, object handling and housekeeping	Have used Benchmarks in Collections Care in previous roles
Experience in reading and understanding environmental data and pest results	Interpreting data and implementing sensible solutions to counteract potential issues
Demonstrable experience of working with and handling a variety of object media including metals, plastics, textiles, paper, historic photographs, film and models	Experience of working with large industrial or transport collections
Demonstrable experience in collection documentation processes and procedures from accessioning to cataloguing	Full understanding of SPECTRUM Standards
Experience of using Collection Management Systems to aid your work	Practical experience of using MODES
Demonstrable experience in object handling, preparing artefacts for store	Experience in supporting exhibition installations
Regularly work alongside volunteers to support your work	Experience of managing volunteers
Interest in one or more subject areas of Brooklands	Have supported volunteer training programmes
Computer literate with proficiency in Microsoft Word and Excel	Have a full driving licence
Self-motivated and can work well in a team	
Ability to multi task and to work to tight deadlines	
Excellent communication skills – both written and verbal	
Willing to be a trained First Aider	