



## **JOB DESCRIPTION**

|                             |                                |
|-----------------------------|--------------------------------|
| <b>Job title</b>            | Collections & Events Assistant |
| <b>Responsible to</b>       | Curator                        |
| <b>Functional Oversight</b> | Events & Venue Hire Manager    |
| <b>Working with</b>         | Collections Volunteers         |

### **Key Purpose of Job**

To provide practical assistance across two key areas enabling the Museum to care for and bring to life its wide-ranging collections.

### **Main duties & Responsibilities**

- Assist with the research and interpretation of the collections, and the preparation of events, exhibitions and displays to engage a wide range of audiences.
- Work with the Events & Venue Hire Manager to ensure that the agreed events programme is planned and delivered within budget.
- Work with the Curator to ensure the collections at Amberley are managed, cared for and preserved in accordance with the Museum's collections management policies.
- Liaise with the Marketing Officer to create effective content and PR for each event and any additional special interest stories based on the collections.
- Act as point of contact for queries relating to events, research visits and prospective donations to the collection.
- Assist the Curator in monitoring storage and display spaces, including environmental monitoring and integrated pest management, ensuring event activity takes account of the needs of the collections.

- Assist with administration and documentation processes related to the Museum collection and the delivery of events eg cataloguing collections on the Museum database, collating entry forms, programmes and gate lists for each event
- Assist the Events & Venue Hire Manager in coordinating event entertainment and stalls, with consideration of music, alcohol licences, insurance or security as necessary.
- Oversee on-the-day logistics of events and collections movement projects, liaising with external suppliers, volunteers and staff as required.
- Assist the Duty Manager with daily duties as required
- Undertake other relevant duties as reasonably required by the Museum Director.

### **Essential**

- Enthusiasm for engaging new audiences with museum collections
- Good interpersonal skills and the ability to work as part of a small team
- A flexible and adaptable approach with a 'can do' attitude
- Good attention to detail and accuracy
- Ability to work under pressure
- Good standards of both written and verbal communication
- Experience of using word processing, spreadsheet and database packages, including Microsoft Word, Excel and Outlook
- Experience handling, packing and moving museum objects
- Experience of working with the general public and volunteers
- Able to work regular weekends

### **Desirable**

- Experience of using museum Collections Management Systems, e.g. MODES or similar
- Working knowledge of the Spectrum 5.1 collection management standard.
- Experience of running events in a charitable/heritage organisation