**Collections Officer Role at Tudor House Museum**

Tudor House Museum is operated by Worcester Heritage & Amenity Trust, a registered charity. The museum is an independent museum, situated in the heart of Worcester, with visitor numbers of over 20,000 per annum. Shortlisted in 2017 for the national Family Friendly Museum Award, with an award-winning volunteer team, the museum has been going from strength to strength in recent years, establishing itself as a premier destination in Worcester.

The building is Grade II\* Listed and dates from around the 1520s, when it was 3 separate dwellings. Research into the origins of the house and the previous occupants is still ongoing but we know it was built by the Worshipful Company of Worcester Clothiers, a medieval guild that oversaw the broadcloth trade up until its demise in the 17th Century.

In 2020, WHAT were successful in applying for an Arts Council England Emergency Grant fund, created to support museums during the Covid-19 pandemic. This grant enables the organisation to engage a part time, temporary, Collections Officer who will carry out a number of tasks designed to bring the collections documentation and care up to date, as well as recruiting and training a volunteer collections team.

**Job Description:**

Job Title: Collections Officer

Based at: Tudor House Museum, Worcester

Reporting to: Museum Manager

Salary Range: £200 per day, depending on experience

Hours: 1-2 days per week. Flexible hours. 6-month contract.

The Collections Officer will work with the Museum Manager to help us meet our Accreditation requirements when the scheme reopens and improve our resilience by creating a trained volunteer team to support the Museum Manager in the collection work going forward. This is a freelance role.

**MAIN RESPONSIBILITIES**

* A full collections audit and rationalisation
* Reconciliation of loan items
* Collection deep clean
* Location logging
* Collection marking
* Environmental assessment and monitoring
* Completion of documentation backlog as highlighted in Accreditation review
* Recruitment and training of volunteer collection team
* Assisting the Museum Manager as required

This job description is not exhaustive and other duties may be required of the post-holder as and when necessary.

**REQUIRED SKILLS**

**Essential:**

* At least one year’s proven experience of collections care and documentation
* Good understanding of Accreditation process and collections requirements therein
* Sound knowledge of IT – Outlook, Word, Excel
* Excellent oral and communication skills
* Previous experience working with volunteers/volunteering
* Good administrative skills and attention to detail

**Desirable:**

* Previous experience of working within small, independent museums
* Good social media skills
* Knowledge of, or interest in, Tudor history
* Research skills

**Personal Specification**

* A commitment to meeting the needs of the collection
* A commitment to sharing knowledge and enabling volunteers
* A team player with the ability to work on their own initiative
* Flexible and able to problem solve
* Enthusiastic and committed to using museums as a learning resource and environment to inspire and engage people with their local history
* Calm disposition and positive outlook

Please apply with your CV and a covering letter, detailing how your experience and skills match the criteria of the person specification. Your application should be emailed to Tonia Collett, Museum Manager: [manager@tudorhouse.org.uk](mailto:manager@tudorhouse.org.uk). We will acknowledge receipt of your application.   
  
If you have any questions, or for a conversation about the role, please contact us via email.   
We look forward to receiving your application.   
  
Closing date for applications is 8th June 2020, with interviews anticipated to take place week commencing 15th June 2020. Please note, interviews will be conducted via Zoom.

Worcester Heritage & Amenity Trust is committed to promoting equality of opportunity and building a diverse and representative team at the museum. We welcome applications from all sections of the community.