



## READING MUSEUM SERVICE

### 'Outside the Box' – A Dynamic 4-year Development Project

We are recruiting a team of staff to carry out an exciting £1m development of our nationally renowned Loan Service. In partnership with museums across Berkshire and Buckinghamshire, the project team will work with museum staff to redevelop the loans catalogue of more than 1,500 boxes. New boxes will be developed on popular themes to provide a high quality, hands-on learning experience. The service currently supplies over 100 school members. It is aimed to double membership with schools throughout Berkshire and Buckinghamshire as a national model of best practice. In liaison with partners, new audiences will be developed at care homes and other community centres. The following team of six, full-time (37 hours per week) staff will be funded for 4 years.

## Loans Marketing / Partnership Officer

Scale 6, £20,295 - £21,654 pa

Job share applicants will be considered

Ref: AL/MUS85

You will lead work to liaise with schools ensuring the service meets their needs, with the aim to increase membership and usage of loan boxes, particularly those developed with partners. You will act as the main point of contact for all partner museums. Experience of working in the schools sector, and of marketing and audience development are essential, and you must possess excellent communication skills.

Interview date: 29 June 2005

## Loans Collection Care Assistant x2

Scale 3/4, £14,364 - £17,469 pa

Ref: AL/MUS86

Working as part of a skilled team, you will repackage existing boxes and construct new ones. You must have an aptitude for practical work, experience of working with materials and tools, some experience of working with museum objects and good teamwork skills.



**Reading**  
BOROUGH COUNCIL

## Loans Note Writer x2

Scale 5, £17,922 - £19,656 pa

Job share applicants will be considered

Ref: AL/MUS87

You will work as part of a team to develop and produce new interpretative materials for the loan boxes. Experience of researching museum collections and excellent written communication skills are essential.

## Documentation Assistant (Loans)

Scale 3/4, £14,364 - £17,469 pa

Job share applicants will be considered

Ref: AL/MUS88

You will work as part of a team to ensure a high standard of documentation for the objects used in the Loan Service, particularly to update records for items in the catalogue. Experience of handling museum objects and of using computerised databases are essential.

For an informal discussion regarding all the posts, please contact David Pearson or Julia Shelley on 0118 939 9800.

Application forms can be downloaded or completed on line at [www.reading.gov.uk](http://www.reading.gov.uk)

Alternatively, email: [HR.A&L@reading.gov.uk](mailto:HR.A&L@reading.gov.uk) or telephone our 24hour answerphone service on 0118 939 0108, quoting the above reference number and stating the post you are interested in.

Please do not send a CV. For the purposes of equal opportunities, we can only accept Reading Borough Council application forms.

For the majority of these positions, a Criminal Records Disclosure will be sought from successful candidates.

Closing date for all posts: 3 June 2005



Equal opportunities for all • Positive about disability

View all our vacancies at [www.reading.gov.uk](http://www.reading.gov.uk)

18 x 5  
Museums Journal (6.4.05)  
Cost: £5,400.00 + vat  
Discounted Cost: £5,238.00 + vat

RBC Job News (6.4.05)

Ref: DS

**BREAKDOWN OF COSTS**

**Directorate of Environment,  
Culture & Sport**

AL/MUS85  
Loans Marketing/Partnership Officer  
Size: 22.5 cms  
Cost: £1,3500.00 + vat  
Discounted Cost: £1,309.50 + vat  
Artwork inclusive of isdn: £10.00 + vat  
Uploading to jobsgopublic.com: £3.00 + vat  
Uploading JD & PS: £5.00 + vat

AL/MUS86  
Loans Collection Care Assistant x2  
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Discounted Cost: £1,309.50 + vat  
Artwork inclusive of isdn: £10.00 + vat  
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Ref: DS

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