

BRISTOL CITY COUNCIL

EMPLOYEE SPECIFICATION FORM

POSITION: Collections Officer –
Curator of Public
History

DEPARTMENT: Neighbourhoods
& City Development

GRADE: BG10

DIVISION: Economic & Cultural
Development

SECTION: Museums, Galleries &
Archives

ESSENTIAL (Must Have)

Knowledge and Experience:

- A relevant post-graduate degree or equivalent qualification, or proven experience in an appropriate field plus a willingness to undertake any necessary further training
- Specialist knowledge and expertise in the relevant subject area – Social, Public, Community or Oral History with proven experience of applying this knowledge and expertise in a museum environment.
- Experience of working with community groups to support collections development or the public programme.
- Experience of identifying appropriate methods and strategies for managing collections on display, in store and in transit and for providing access to them and their interpretation
- Experience of working successfully with different museum professionals and with external bodies, including advocacy and development of the relevant objectives.
- Proven experience of using computers effectively, excellent knowledge of a word processing package and experience of using database systems and of using digital media.
- Demonstrable experience of successfully managing other personnel, whether paid or voluntary.
- Proven ability to design, manage and evaluate complex projects, including estimating costs and managing budgets.
- Proven knowledge of Health and Safety requirements and practices in a museum context.

Abilities & Aptitudes:

- Proven ability to meet deadlines through excellent time management skills and self-motivation, and for multi-tasking
- Proven capability of effective working as part of a multi-disciplinary team and on own initiative
- Creative and flexible approach to problem solving
- Proven ability to communicate effectively with diverse audiences, both verbally and in writing, as an essential part of quality Customer care and effective working with colleagues and partners.
- Keen interest in the work of museums and galleries
- Proven ability to establish, manage and develop strategic partnerships with external organisations, locally and nationally.
- Demonstrable understanding and commitment to Equalities issues and how they relate to collections development and promotion, quality Customer Care, and effective working with colleagues and partners.
- Willingness to undertake any necessary further training, and to learn and develop skills and knowledge to contribute to improving Museum and Gallery services.
- Flexibility, adaptability and determination to deliver change successfully

DESIRABLE (Should Have)

Knowledge and Experience:

- Experience of working (paid or voluntary) with a range of people from individuals to community groups.
- Specialist expertise in a relevant area of the collections including publication in appropriate media.
- Experience of working with large scale museum collections
- An ability to analyse and understand conservation issues including those associated with environmental and pest control.
- Membership of relevant professional body

Abilities & Aptitudes:

- Proven ability to negotiate for a positive outcome.

SPECIAL CONDITIONS

Regular off site visits, multi-site and lone working, along with occasional weekend and evening working will be required

Signed.....

Date

10th February 2010

