



Assistant Curator

Full time

Thackray Medical Museum, Leeds

Job Title	Assistant Curator
Reports to	Curator
Specific Responsibilities	Facilitating students on placements, researchers and volunteers as appropriate
Salary	£15,500 per annum
Benefits and Conditions (overview)	<ul style="list-style-type: none"> • 5 days per week • Permanent contract • 24 days annual leave entitlement plus statutory holidays • Normal working hours are 37 hours per week, 9am to 5pm Monday to Thursday, 9am to 4:30pm Fridays (occasional weekend working may be required) • Time in lieu for additional hours • Free car parking • Three month probationary period • Four weeks notice on either side • Other terms and conditions in line with the Thackray Medical Museum's standard contract of employment

Main purpose of the role	<ul style="list-style-type: none"> • To assist the Curator in the effective management and care of the Thackray Museum's collections to accredited standards • To support the Curator in the maintenance of the museum's galleries and displays • To source and supply information for exhibitions, education activities, and policy documents
---------------------------------	---

Key tasks and specific responsibilities	<ol style="list-style-type: none"> 1. To assist in the effective management and care of the collections <ul style="list-style-type: none"> • Administer the museum collections and related records, including documentation and cataloguing of acquisitions • Administer incoming and outgoing loans • Answer enquiries and facilitate collections research • Observe and promote good practice in handling collections of objects, books and archives • Assist in the submission of Accreditation updates • Assist in developing and implementing programmes for storage of the collections 2. To support the maintenance of galleries and displays
--	---

- Liaise with visitor service and other colleagues to maintain the museum's galleries to a high standard
- Support the work of the curatorial department in planning, creating, installing and dismantling exhibitions
- Assist in the development and management of the temporary exhibition programme, particularly displaying objects from the collections and other agencies
- Assist in the improvement of the museum's permanent displays in line with the museum's strategic objectives
- Monitor environmental conditions as required by the collections care policy

3. To source and supply information for exhibitions, education activities, and other areas as required

- Contribute to research for exhibitions, publications, events and lectures
- Support students on work placements or using the collections for research purposes
- Support users of the Medical History Resource Centre
- Participate in museum events, assisting with curatorial contributions and creative ideas

4. To contribute to the development of the Thackray Museum

- Contribute to the implementation of the Thackray Museum's strategic and business plans and its core values
- Collaborate with curatorial staff and other colleagues on projects and initiatives, in particular with the learning and outreach team
- Assist in the development and management of innovative projects to increase public access to and use of the collections
- Participate in and contribute to curatorial team meetings and other internal or external meetings as required
- Participate in professional development and training, and support others in doing so
- Participate in the annual appraisal and performance review scheme
- Deputise for the Curator when appropriate
- Undertake other duties at a comparable level when required

Skills, Knowledge and Experience

*(A=Application form; I=Interview)

Person Specification

Essential	Identified through*
<p>Key competencies</p> <ul style="list-style-type: none"> • Highly motivated • Audience focused • Ability to work independently • Ability to communicate effectively • Ability to contribute creative ideas • Commitment to high standards of work <p>Experience and qualifications</p> <ul style="list-style-type: none"> • Postgraduate qualification in museum studies, medical history or a related field • Previous experience, whether paid or voluntary, of work in a museum, library or archive • Experience in cataloguing collections <p>Knowledge</p> <ul style="list-style-type: none"> • Good understanding of current museum issues • Some understanding of Accreditation and willingness to implement its requirements • Good understanding of collections databases <p>Practical skills</p> <ul style="list-style-type: none"> • Ability to manage and deal with multiple tasks • Ability to contribute to and work as part of a team • IT skills, including MS Office • Ability to communicate effectively, verbally and in writing 	<p>I</p> <p>A / I</p> <p>A / I</p> <p>A</p>
Desirable	Identified through
<p>Experience and qualifications</p> <ul style="list-style-type: none"> • Previous experience of working with a science collection <p>Practical Skills</p> <ul style="list-style-type: none"> • A dynamic and creative approach to work • Flexibility and willingness to contribute to the improvement or development of other work areas of the Thackray Museum, e.g. audience development, educational activities and events 	<p>A / I</p> <p>I</p>