

Collections Information Officer

2 x full time posts (one based in Colchester, one based in Ipswich)

Do you have a passion for managing, caring for and improving access to museum collections?

This is an exciting time to join our Museum Service as major developments of our museums are changing the cultural landscape of Colchester and Ipswich.

We are seeking two outstanding Collections Information Officers with a passion for managing our amazing collections and their information: from acquisition and exhibition to rationalisation and digital access.

The role offers an exciting challenge for those interested in the major project management of museum collections. In these posts you will be responsible for all aspects of information management relating to our nationally significant collections. At Ipswich Museums this will include collections spread across Ipswich Museum, Art School Gallery and Christchurch Mansion, as well as off-site stores. At Colchester this will include Colchester Castle, the Natural History Museum and Hollytrees Museum as well as our off-site store.

We welcome applicants who can demonstrate their experience and passion for collections documentation and management. With an eye for detail and precision you'll be confident in managing complex data and operating systems to meet standards of records compliance. An excellent team player, you'll enjoy working with and supporting dynamic colleagues in our busy and aspirational museum service. Above all you'll understand the challenges of documenting large collections and be able to apply methodical and creative thinking to increase their accessibility to diverse audiences.

Post number: LM13 (Colchester)

Post number: LM74 (Ipswich)

Permanent, Full time, 37 hours per week

Salary Grade: £22,384 to £28,558

To apply for these vacancies using our quick and easy on-line application method, visit www.colchester.gov.uk/jobs

Alternatively call our 24 hour recruitment line on (01206) 507343 for a paper copy quoting the relevant post reference number(s).

Closing date: Wednesday 23rd November 2016

Interviews are planned for Monday 12th or Tuesday 13th December

Applicants should be aware that the shortlisting process may include a brief telephone interview.