



## Advert to appoint a Museum Collections Management Officer

**Contract: COLLECTIONS MANAGEMENT OFFICER**

**Contract Manager: The Hockey Museum Curator**

**Hours: An average of 3 days a week - flexible**

**Expected remuneration: c. £20k - 23k pro rata**

**Contract: Fixed term 1 year, with potential to extend. Freelancers welcome to apply.**

**Location: Woking**

### 1. Overview

1.1 The Hockey Museum is a relatively new Museum having opened in late 2011. It achieved charitable status later that year and progress has been rapid as the wealth of new collections, enquiries and profile continues to rise. The Museum recently moved to new premises in Woking Town Centre and is now working toward Museum Accreditation which dictates that we develop a well defined Collections Management Policy and Procedures (CMPP). There is now an urgent task to undertaking a comprehensive collections care and cataloguing project and manage the volunteers to ensure that all the existing and new collections are correctly accessioned and then archived.

1.2 We are looking for an enthusiastic Collections Management Officer with proven collections management skills, a meticulous attention to detail and outstanding organisational skills to oversee the development and delivery of collection management procedures to standards required to achieve Accreditation Section 2: Collections. This will extend to overseeing the digitisation of the Museum's extensive collections across all media platforms, including specifying the protocols for metatagging and enhancing the user experience.

1.3 At the end of the contract, the Museum would like to have the collections management policy well embedded through documented and managed procedures, using the Museum's cataloguing system - MODES, the existing backlog of collections all accessioned and catalogued to SPECTRUM standards, with a team of trained volunteers able to carry on the work .

### 2. Scope of the role

2.1 The Collections Management Officer will be responsible for:

- Supporting the Curator in the management of the collection and the development of the museum archive and library
- Preparation and implementation of policies for Accreditation Section 2: Collections
  - Collection & Development Policy
  - Documentation Policy
  - Care and Conservation Policy
- Coordination of the development of the plans:
  - Documentation Plan
  - Care and Conservation Plan
- Creation and delivery of a Collections Management Manual recording all relevant documentation and procedures
- Day-to-day managing, supervising training and tasking the team of volunteers responsible for progressing against the documentation plan

- Undertaking data entry, and digitisation; checking, developing and improving object metadata to the highest standards

### **3. Role Description**

- Co-ordinate the development and implementation of a suite of collections management policies, plans and accompanying procedure manual under the direction of the Curator
- Participate in the review, research and ongoing development of improved collections metadata including object provenance and history as directed by the Curator
- Support Curator on collections enquiries including offers of sale and donation
- Maintain the collections database and on-going documentation
- Assist researchers, students and staff consulting the collections and archives
- Train and co-ordinate the work of volunteers who work on the collections in consultation with the Curator.
- Ensure that all policies and procedures relevant to collections work are closely followed, and reviewed on a regular basis.
- Undertake duties as Registrar for the collections.
- Manage the Museum's approach to methods of storage at the Woking site to ensure the security and safe storage of the collections.
- Support the Curator in implementing a Collections Development Policy and assist with processing acquisitions and disposals through documented procedures in the Collections Management Manual.
- Serve as an advocate for The Hockey Museum collections.

### **4. Person Specification**

#### **Knowledge and Experience**

##### **4.1 Essential**

- Demonstrable experience of collections management policies and procedures. collections management to the standards required for Accreditation
- Demonstrable enthusiasm for the subject area covered by the post and a commitment to the work of The Hockey Museum
- A sound understanding of collections care, including environmental monitoring and pest management procedures
- Experience of project management and evidence of the ability to plan work to meet agreed standards, deadlines and budgets.
- Ability to work under pressure, excellent organisational skills and a meticulous attention to detail.
- Ability to implement systems for managing meticulous but repetitive tasks
- Awareness of the need to identify hazards in the area of responsibility and the ability to contribute to an assessment and management of the associated risks:
- Experience of supervising volunteers, work placement and/or junior project staff.
- Excellent oral and written communications and a mutually supportive and collaborative team working style.
- Good general health and an ability to lift and handle items from the collection

##### **4.2 Desirable**

- Degree in a relevant subject **or** an appropriate professional qualification (such as the AMA) **or** a substantial and comparable level of knowledge and experience
- Previous experience of digital asset management systems and an understanding of digital preservation.
- Experience of working with and cataloguing archives or book collection

- Experience of developing and communicating new collection management procedures and IT systems in a museum context.

## **5. About The Hockey Museum (THM)**

5.1 THM is an independent Museum set up as a Charitable Trust. This ground breaking and innovative venture has set up the world's first Museum dedicated to preserving and celebrating hockey's fascinating story. The stated mission of THM is to:

*Preserve and present all aspects of the history of hockey for the education and enjoyment of the hockey family and general public*

5.2 THM opened in late 2011 and since its early days with no home, a handful of keen enthusiasts and a large collection of boxes containing a mixed selection of hockey archives and memorabilia, it has progressed to having a long term home, a Board of 6 Trustees, a Management Committee running the day to day work, a team of 50+ volunteers and an impressive collection of archive material and hockey memorabilia that is all being catalogued and indexed on Modes. The Museum has also staged a number of successful displays at international events and clubs, has developed an interesting website, maintains a 'Friends of the Museum' listing, sending out regular Newsletters to over 600 contacts and has supported a number of PhD & other graduate and post-graduate research projects.

5.3 It has made fantastic progress in just 4 years but THM already has ambitions to develop and bring even more of hockey's fascinating story to life. The Museum understandably has an England and GB focus to date but in the absence of any other hockey museum anywhere in the World, it has increasingly taken an interest in hockey stories, memorabilia and archives from overseas. THM has recently entered into a partnership with the International Hockey Federation and commenced a dialogue with The Olympic Museum.

## **6. Terms and conditions**

Expected remuneration: £20k – 23k, pro rata

Holidays: 25 days pro rata

Hours: expected to average 3 days a week

Contract: 1 year fixed term with possible extension. Freelancers welcome to apply

Location: THM is in Woking – easy access to Woking required

To apply please email a covering letter and a CV to Evelyn Somerville (THM HR manager) at: [evelyn@somervilleconsulting.freemove.co.uk](mailto:evelyn@somervilleconsulting.freemove.co.uk) .

Please make sure your covering letter addresses the criteria as set out in the essential criteria above, and please provide contact details for 2 referees, at least one of whom is/has been involved in museum work.

**Closing date for applications: October 4th 2015. Likely date for interviews will be mid October 2015. Interview location: The Hockey Museum, Woking**

Applications will be reviewed against the essential criteria and shortlisted for interview. Interview candidates will be expected to make a 10 minute presentation on "An accreditation process I have been involved in."