**Job Description**

|  |
| --- |
| **Job Title**: Assistant Registrar  **Reporting to:** Registrar  **Responsible for:** Not applicable  **Salary**: SC4 (SCP18-21, £19,441 - £21,669) per annum  **Contract:** temporary, until April 2020, 37 hours per week. |
| **Main Purpose of the Job**  York Museum’s Trust’s Collections are Designated and used extensively for research and interpretation at sites managed by York Museums Trust, nationally and internationally. This post supports the work of the Registrar in the management of documentation and documentation systems within the Trust.   * To support the registrar needs across the Collections. * To work on discrete documentation projects in support of the development of exhibitions and displays, as well as of major (including capital) projects, loans and ongoing work on documentation backlogs. * To support staff in the development and delivery of curatorial projects. |
| **Job Location**  The post will be based at one of the Trust’s off site stores, but the post holder may be required to work at other locations according to organisational requirements. |
| Core Responsibilities **Collections Management:**   * Work with staff to ensure that the Collections are documented to the appropriate Accreditation and SPECTRUM standards and according to YMT policies. * Enable access to the Collections through enhancement of data held. * Support the delivery of retrospective documentation projects.   **Collection Care:**   * To ensure that Collections condition information is maintained.   **Collection Development:**   * Support the Registrar to ensure that new acquisitions, loans and disposals are accurately documented. |
| **Collections Documentation and Access**   * Assist the Registrar in maintaining Entry and Exit documentation. * Control the use of accession numbers and generate accession registers. * Monitor data and maintain terminology in the collections management database. * Train staff and volunteers in use of the collections management database. * Undertake documentation of Collections, researching and cataloguing discrete sections, both retrospectively and for new acquisitions. * Work with and support staff in the development and delivery of curatorial projects through collections management procedures, research, locating and moving objects, and digitisation. * Work collaboratively with colleagues in Learning and Engagement, Digital, and Marketing and Communications teams to facilitate access to the Collections. * Collate reporting information on loans, acquisitions, disposals, incident reports, and collection enquiries.   **Supporting Loans**   * Assist the Registrar to manage paperwork and documentation processes associated with outgoing loans.   **Supporting Exhibitions**   * Assist the Registrar to manage documentation processes associated with developing exhibitions.   **Castle Capital Project**   * Supporting work on a programme of documentation projects aiming to:   + Create detailed summary assessments of discrete areas of the Collections   + Reduce the documentation backlog   + Inform selections for potential display in the redevelopment   + Inform thinking on future development of the Collections. * Across these projects, collating documentation guides, template records, bibliographies, and glossaries, ensuring these packs of information are appropriately maintained and updated. * Supporting work on the alternative cataloguing project by creating and maintaining the required back of house systems. * Supporting the development of galleries and displays, including future plans and rotations, through the creation and maintenance of appropriate documentation systems.   **Stores Rationalisation**   * Support with the planning, documentation, and implementation of the stores rationalisation project. * Assisting with the management and supervision of the ‘documentation for relocation’ project. * Follow-up to ‘documentation for relocation’ project. * Continuing assistance for management of stores including documentation, movement control and collections care.   **Continuous Professional Development**   * Ensure that you maintain an active CPD programme for yourself and others working in the team as appropriate.   **Other Responsibilities**   * Other duties may be required from time to time which are consistent with the grading of this post. * Promote and develop equality and diversity in line with YMT Equality Statement. |
| **Key Relationships**   * Registrar * Senior Curator, York Castle Museum * Curator of Social History * Assistant Curator, Social History/Costume and Textiles * Visitor Experience Manager, York Castle Museum * Head of Collections and Curatorial Services * Senior Curator, York Art Gallery * Senior Curator, Yorkshire Museum * Digital Team * Public Engagement Team * Facilities Manager * Health and Safety Advisor   **Contacts with**   * York Art Gallery and Yorkshire Museum Curatorial Teams * Volunteers’ Team * Marketing and Communications Team * Finance Team * HR Team |
| **Skills and Experience**  **Essential**   * Working with museum collections * Documenting museum collections to Spectrum/Accreditation standards * Digitisation of museum collections, or similar * Practical experience of working with and handling collections, including ability to undertake and some experience of manual handling * Researching collections, including in response to enquiries * Excellent IT skills * Ability to travel between YMT sites within the York area * Subject specific knowledge either gained through interest, academic qualifications or experience in a working environment * Committed to Continuous Professional Development for self and colleagues * Commitment to equality and diversity and an understanding of how this commitment applies to this role * YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:   + Digital recording – e.g. photography, sound, video   + Social networking – e.g. twitter, Facebook, flickr   + Contributing to online communities – e.g. mumsnet, LinkedIn   + Blogging or other online publishing – e.g. wordpress, tumblr   **Desirable**   * Creating content for digital media * Working within warehouse environments * Carrying out IPM and environmental monitoring work, including reporting and follow-up actions * Experience in driving vans |

**Job Title: Assistant Registrar, temporary, until April 2020, full-time**

**Terms and conditions of service**

Reporting line

This post reports to the Registrar

Salary

The salary for the post is SC4 (SCP18-21, £19,441 - £21,669) per annum per annum.

Probationary period

Appointments are subject to the successful completion of a six month probationary period.

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by the Trust.

Annual leave

The annual leave entitlement is 25 days per annum, increasing by five days after five years continuous service with the Trust, plus public holidays.

Pension

The Trust belongs to the Local Government Pension Scheme and all new employees are enrolled. It is possible to opt out of the pension using forms available at www.nypf.org.uk.

Hours of work

The hours of work are 37 per week.

Period of notice

The period of written notice required for you to terminate this post is 1 month. The Trust will give you 1 month’s notice.