

Job description

Job title:	Associate Collections Curator		
Department:	Public Engagement, Collections and Curatorial Services	Contract:	12 Month FTC
Reporting To:	Senior Curator	Hours per week:	22.2

1. Job purpose

To care for and share YMT collections by researching, documenting and caring for collections on display and in storage. To support Curators in the development of their areas of the collections. To create high-quality audience-focused content for exhibitions, displays, social media, tours and events.

2. Principal accountabilities

Core Responsibilities

- Work with YMT Curators to ensure the successful delivery of curatorial projects, exhibitions, collections displays and capital redevelopment projects
- Lead smaller scale curatorial projects including exhibitions, collections displays and social media public engagement projects.
- Plan and coordinate activity to ensure the effective, satisfactory and appropriate management, safety, storage and documentation of the collections as per agreed programmes and standards
- Produce content that offers alternative voices and perspectives on our collections, working with partners, individuals and community groups to create added value and depth of engagement and championing diversity, equality and anti-racism

Public Programme

- Support YMT Curators with research and undertake own research in the development of content for exhibitions, displays, social media and other public outputs
- Working with others across the organisation, lead smaller scale public engagement projects including exhibitions, collection displays, social media content, community co-curation projects
- Plan, develop and deliver tours and talks using collections, exhibitions, displays and site histories to engage audiences, drive visits and generate income for YMT
- Ensure equality, diversity and anti-racism is embedded through documentation and interpretation practice.
- Support technical installation of exhibitions.

Collection Management

- Plan, coordinate and deliver preventative conservation systems and procedures, with particular regard to Integrated Pest Management and environmental monitoring.
- Support the Registrar in maintaining Entry and Exit documentation, processing loans in and loans out and ensuring the Collections Database is up to date.
- Undertake documentation of Collections, researching and cataloguing discrete sections, both retrospectively and for new acquisitions.
- Ensure collections are documented to the appropriate standards and according to YMT policies.

- Support the Registrar to carry out appropriate practice for curatorial projects, exhibitions and displays in terms of documentation, insurance and logistics around incoming and outgoing loans.
- Support Curators to identify and undertake acquisitions of new material and disposal of existing material from the collection in line with the agreed Acquisition and Disposal Policy
- Contribute to the development and delivery of plans for the rationalisation of collections and development of new stores
- Undertake ongoing and retrospective documentation for the collections as per agreed programmes and standards
- Facilitate enquiries and research access in line with YMT policies and procedures

Management

- Supervise volunteers and placement students as required.

Other responsibilities

- To promote equality, diversity and inclusion in line with YMT Diversity Statement
- To work across all YMT sites as required.
- Other duties may be required from time to time which are consistent with the grading of this post

3. Key performance measures

Public Engagement, Curatorial and Collections team plan is successfully delivered.
Collections developed in line with agreed Collections Development Plan
Collections Care delivered according to Collections Care and Conservation policy
Documentation completed in line with Collections Documentation Policy

Organisational Key Performance Indicators

Accessioning
Documentation
Loans in and out

5. Knowledge, skills, experience and behaviours

Knowledge

- Degree in relevant subject or equivalent experience
- Best practice in collections care and documentation
- Knowledge and understanding of issues around history, heritage and collections in relation to representation, diversity and plurality.

Experience

- Using collections, research, stories and/or ideas to generate content for different audiences
- Working with collections and using a collections management system in a museum context
- Presenting talks / tours
- ICT for general office use
- Working in a project context and delivering to multiple deadlines within a varied work programme
- Experience of digitising museum collections

Skills

- Creativity – ability to generate original ideas and find innovative solutions to problems
- Interpersonal skills – ability to work collaboratively and in partnership with individuals within YMT and outside of the organisation to get the best results
- Analytical / critical thinking - use reasoning and logic to evaluate arguments and interrogate sources, data and research
- Communication skills – ability to communicate complex information to the publics in verbal and written form
- Accuracy and attention to detail
- Active learning with a growth mind set - desire to learn and grow, to take on challenges, learn from mistakes and actively seek new knowledge.
- Digital skills - a good level of digital literacy and willing and able to utilise new technology to be most effective in the workplace
- Ability to work responsibly, meeting targets as part of a team and on individual initiative
- 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
 - Contributing to online communities – e.g. reddit, LinkedIn
 - Blogging or other online publishing – e.g. wordpress, tumblr

Behaviours

- Personable and a team player
- Commitment to and advocacy of equality, diversity, inclusion and anti-racism and understanding how these apply to the role
- Willingness to embrace change and work flexibly and in an agile manner, responding quickly and effectively to opportunities as they arise.

6. Key relationships

Public Engagement Curatorial & Collections Team including CLPs, Volunteer Team, Registrar, Senior Curators and Curators,
Facilities Team
Digital Team
Health and Safety Advisor
Communications team
External contractors

York Museums Trust

7. Organisation chart

