

Culture Perth and Kinross

Job Profile

Job Title:	Fergusson Collections Assistant
Section:	Museums & Galleries Collections Team
Salary:	TAS4 SCP 5032, £28,399.62
Hours/Contract:	36 hours (1 Year Fixed Term)
Location:	Fergusson Collection Store / Perth Art Gallery
Reports to:	Collections Officer
Responsible for:	n/a

Job Purpose

To support and undertake the audit, documentation, digitisation, pack and move to Perth Art Gallery, and re-storage of the art and archives collection of J.D. Fergusson.

Main Accountabilities

- Undertake an audit of the collection to ensure accessioning and documentation on Axiell CMS is complete with a recorded storage location.
- Undertake basic checks of collection condition and pack collection items ready for moving.
- Contribute to planning and delivering the collections move to Perth Art Gallery maintaining an accurate record of any location changes.
- Contribute to the housekeeping, cleaning and maintenance of collections items and their storage areas.
- Undertake the digitisation of the J.D. Fergusson archive and identify priorities for future digitisation in the collection.
- Assist with Integrated Pest Management and the Environmental monitoring programme.
- Oversee volunteers or student placements working on these collections.
- To support visitors, contractors or researchers requiring collections access.

Other Duties

- The post holder may be required to perform duties other than those given in the job description for the post.
- Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post.

Job Specific Requirements
Knowledge & Experience
Essential: Demonstrable interest in arts and heritage in museums and galleries Experience of working with Art Collections and undertaking documentation work Able to carry out work with accuracy and attention to detail Good skills in organisation and time management to meet multiple priorities and deadlines. Proficient in Microsoft Office and internet tools Self-motivated approach to managing routine tasks Experience of working with digital photographic processes
Any Additional Requirements The successful candidate will be required to undertake a Level 1 Disclosure Scotland Check