

## Culture Perth and Kinross

### Job Profile

<b>Job Title</b>	Collections Assistant
<b>Grade &amp; Salary</b>	TAS4 - £28,812.56 to £31,346.57 per annum
<b>Location</b>	Perth Art Gallery
<b>Reports to</b>	Senior Collections Officer
<b>Responsible for</b>	n/a
<b>Hours</b>	36 hours per week

#### Job Purpose

- To support day-to-day collections management, including collections care and documentation of the Nationally Recognised Museum and Gallery collections.
- To support the preparation, movement, and installation of collections for display in temporary and permanent exhibitions.
- To support a wide range of collection activities that promote public access to collections.

#### Main Accountabilities

##### Job Specific

- Contribute to a programme of collections accessioning and documentation
- Contribute to the housekeeping and maintenance of collection items and stores in compliance with relevant collections management standards
- Undertake the packing and movement of items to and from store and display maintaining an accurate record of any location changes.
- Support the digital development of the collections including supporting the creation and storage of digital assets.
- Assist with Integrated Pest Management and the Environmental monitoring programme
- Assist with loans and basic condition reports maintaining accurate records
- Assist in the management of donations and respond to public enquiries
- Contribute to the development, and delivery of exhibitions, displays, events and community engagement activities.
- To support visitors, contractors or researchers requiring collections access.

## General

- Contribute to team meetings and internal development activities as required.
- Develop professional knowledge and skills through identifying and undertaking training and development needs and seeking opportunities to explore new and emerging practice.

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.

The post holder may be required to work occasional evening and weekends to meet the delivery needs of service.

## Job Specific Requirements

<b>Knowledge &amp; Experience</b>
<p><u>Essential</u></p> <ul style="list-style-type: none"><li>• Demonstrable interest in heritage and collections in museums and galleries.</li><li>• Experience of working or volunteering within a museum environment or similar.</li><li>• Able to carry out work with accuracy and attention to detail.</li><li>• Good skills in organisation and time management to meet multiple priorities and deadlines.</li><li>• Self-motivated approach to managing routine tasks.</li></ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"><li>• A sound working knowledge of Collections care, management &amp; documentation.</li><li>• Familiarity with Axiell Collections or a similar Collections Management System.</li><li>• Familiarity with current trends, issues, and best practice in the museum sector</li></ul>
<b>Any Additional Requirements</b>
<ul style="list-style-type: none"><li>• The successful candidate will be required to undertake a Level 1 Disclosure Scotland Check.</li></ul>