



JOB PROFILE

Collections Assistant

Reports to: Collections Manager

Hours: Full Time (37.5 hrs)

Contract Type: Fixed term full-time (6 months)

Salary: £23,000 pa

ABOUT WATTS GALLERY TRUST

Watts Gallery Trust is an independent charity established in 1904 to manage the legacy of George Frederic Watts OM RA, one of the leading artists of the nineteenth century. Today, Watts Gallery Trust is an Arts Council England National Portfolio Organisation that oversees Watts Gallery - Artists' Village. Consisting of Limnerslease, the former home of artists G F Watts and Mary Seton Watts, the Grade I listed Watts Cemetery Chapel, designed by Mary Watts, the Pottery Building that formerly housed the Compton Potters Arts Guild, and Watts Gallery established in 1904 as the UK's first single artist museum, the Artists' Village is a leading regional visitor attraction. The Trust delivers an ambitious and far-reaching engagement and learning programme in prisons, in the local community and onsite, working to deliver our founders' Art for All ethos with some of the most vulnerable in society. It also manages the Artist's Studio Museum Network of 157 artist's studio museums across Europe, and the thriving Watts Gallery - Artists' Village, located in Compton, outside Guildford across 18 acres of Area of Outstanding Natural Beauty.

Watts Gallery Trust is seeking to recruit a Collections Assistant to support our collections management activities across Watts Gallery - Artists' Village. Under the guidance of the Collections Manager, the Collections Assistant will be responsible for all areas of collections care and documentation to ensure high standards and best practice. As a key member of the Curatorial Team, the Collections Assistant will also enable and enhance access to our collections both physically and digitally. Working with Watts Gallery staff and volunteers, including our Collections Management volunteers, the Collections Assistant will promote collections care in all activities.

KEY ACCOUNTABILITIES

The Collections Assistant will support all aspects of collections care, documentation, and management of Watts Gallery collections. The Collections

Assistant will have the opportunity to work directly with our collections to ensure they are cared for and made accessible to our visitors, both in person and online.

This will include:

- Working with the Curatorial department to ensure our collections, both on display and in store, are managed in accordance with best practice as set out in Spectrum 5.0 and the Watts Gallery Collections Management Procedural Manual.
- Working with and under the guidance of the Collections Manager, undertake practical and hands on collections care and preventive conservation activities including environmental monitoring, insect and pest management, conservation cleaning, object handling and object movement.
- Undertaking essential documentation tasks including location control, object record and image updates, and reports, to ensure that collections information is always accountable via our Collections Management System (Axiell Collections).
- Supporting our Collections Online Project through documentation review via our Collections Management System.
- Working with the de Laszlo Paintings Conservator to monitor the condition of our collections, conduct condition checks and maintain our conservation records, enabling this information to be accessible via our Collections Management System.
- Carrying out inventory checks and audits as required.
- Working with the Collections Manager, liaise with departments across the organisation to support activities within collection spaces, to review and manage any potential risks to collections.
- Ensuring safe working in accordance with our Health and Safety policies and procedures.
- Carrying out other related work as required by the Head of Collections and Exhibitions, or the Collections Manager.

PERSON SPECIFICATION

Skills & Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Understanding of Collections Management policies, procedures and standards. • Experience of working with collections in a museum, gallery or heritage organisation. <p>Desirable:</p> <ul style="list-style-type: none"> • Demonstrable experience of delivering Collections Care and Documentation procedures. • Object handling collections experience. • Experience of using Axiell, Adlib or other collections management database.
Knowledge & Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Relevant experience of working with collections in a museum, gallery or heritage organisation.

	<ul style="list-style-type: none"> • Knowledge of Museum Accreditation Spectrum 5.0 standards. <p>Desirable:</p> <ul style="list-style-type: none"> • Relevant degree in Museum Studies or equivalent collections management experience working to accreditation standards.
Personal Attributes	<p>Essential:</p> <ul style="list-style-type: none"> • Collaborative with strong team-working and interpersonal skills. • Demonstrable evidence of the ability to plan and prioritise work to meet agreed standards and deadlines. • Excellent communication skills. • Highly competent IT user (MS Office). • Adaptable and flexible. • Highly proactive and self-motivated. <p>Desirable:</p> <ul style="list-style-type: none"> • Demonstrable understanding of working to Health and Safety procedures and requirements within the workplace. • Proven ability to supervise volunteers.
<p>RECRUITMENT TIMELINE</p> <p>To apply, please submit the accompanying application form outlining your suitability for the role, together with the equality and diversity monitoring form for the attention of Emma Coburn, Collections Manager, via recruitment@wattsgallery.org.uk by 12pm on 24 August 2021. In your application, please also include where you saw the role advertised or found out about the position.</p> <p>First interviews will take place online on 2 September. Second interviews for shortlisted candidates will take place on site at Watts Gallery on 9 September. Candidates need to be able to commence in post by 1 October 2021 at the latest.</p> <p>Watts Gallery Trust is committed to providing equality of opportunity for all staff and welcomes applications from all individuals for advertised jobs that match their skills and interests. We welcome applications from all sections of the community. We particularly encourage applications from Black, Asian and minority ethnic candidates, and from disabled candidates, as these groups are underrepresented within the Arts field and at Watts Gallery Trust.</p>	