

## VACANCY INFORMATION PACK



### Assistant Curator, Photography (Collections Review)

#### Closing Date:

**11pm on Sunday 24<sup>th</sup> March 2019**

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*This section contains important instructions for completing your online application. Please read and then complete your online supporting statement.*

#### OUR MISSION AND VALUES:

At the Science Museum Group, we make it our mission to **Inspire Futures**. Our talented and dedicated colleagues are guided by five values that encapsulate simply what we're all about:

- we **think big**, pushing the limits of what's possible;
- we challenge ourselves to **reveal wonder**;
- we use our passion, expertise and creativity to **share authentic stories**;
- we aim to **ignite curiosity** in our audiences and our colleagues; and
- we take pride in being **open for all**

## **Assistant Curator, Photography (Collections Review)**

Department:	Curatorial	Type:	12 month Fixed Term Contract
Location:	Blythe House, London	Hours:	35 per week
Reports to:	Lead Curator, NRM	Salary:	£21,000 + benefits
Date:	February 2019		

### **ABOUT THE ROLE:**

In summer 2018 we embarked on a review of our collections to provide a greater understanding of the items we care for, examining their significance in light of curatorial research. New insights into the collection will be published online, with the review also identifying priorities for future collecting and programming in our five museums.

Our aim is that the Science Museum Group collection continues to engage and challenge audiences. With 7.3 million items now in our care, the review provides the opportunity to ensure the national collection is sustainable and can be enjoyed by future generations.

As part of a programme of reviews we are seeking an Assistant Curator to join the Curatorial team at our storage facility at Blythe House. Over the next year, you will be working closely with the Lead Curator to review the Railway Museum's photography collections housed at Blythe House. As Assistant Curator you will work closely with the York Curators and Archivists to review the collection. You will be responsible for assessing the collections, carrying out research and rationalization where needed, as well as preparing them for transport and rehousing at another site.

### **WHAT YOU WILL BE DOING:**

- Carrying out research into provenance and the significance of the items
- Researching into the photography collections and carrying out a review, selecting objects for transfer or removal, where suitable
- Documentation of the archives – updating database and object lists (this may involve record photography, dimensions, location and condition).
- Preparing cases for transfer and removal
- Liaising with collections services to arrange conservation assessments or treatment
- Using professional databases to accurately catalogue the photography collections
- Working with the archive team to create links with related archive collections
- Making our collections available to the public through the museums research facility and online
- Working with Collections Services to rehouse the photographic collection at another site
- Engaging with our audiences by writing blogs and sharing knowledge about the review process
- Undertaking any other duties required in this role
- Taking care of your personal health and safety and that of others. Comply with the Science Museum Group Health and Safety Policies, risk assessments and safe systems of work and report any health and safety concerns

## WHAT YOU BRING TO THE TEAM:

### You will definitely ...

- Knowledge and experience of working with photography collections
- Knowledge or awareness of care for historic photographs
- Experience of cataloguing and documenting museum or archive collections
- Experience of carrying out high-quality research using varied sources.
- Excellent written and oral communication and interpersonal skills
- Experience of communicating photographic history for non-specialist audiences, for example in articles or blogs
- Proactive and organised in approach to work, with attention to detail.
- Ability to work independently without direct supervision.
- Have IT literacy across MS Office including Word, Excel, Outlook and experience of archival and collections management cataloguing systems – ideally working with Mimsy XG, Adlib or similar collections management software.
- Show demonstrable experience of working across teams to deliver projects, as well as ability to use your initiative to solve issues.
- Have good knowledge and practical application of current UK H&S practice within the following areas: manual handling, lifting and moving equipment, writing risk assessments.

### It would be good if you ...

- Have knowledge of history of photography that could be represented, for instance, by a relevant degree or masters; and or a Museums or Archives qualification at masters level
- Experience of managing volunteers

## ADDITIONAL INFORMATION:

- This role is subject to a Disclosure Scotland basic criminal record check.

## WHAT TO INCLUDE IN YOUR SUPPORTING STATEMENT

### Please answer the following questions in your Supporting Statement:

1. Please tell us about your relevant experience of working with photography collections.
2. Please tell us about a time you have worked on a project with a tight deadline and how you ensured the task was completed to a high standard.
3. Please tell us about a time you overcame a problem when working in a team.

If you require assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process, for example due to a disability, please [contact us by email](#) or by calling 0207 942 4222.

We wish you every success with your application!

