

VACANCY INFORMATION PACK



DOCUMENTATION ASSISTANT (ONE COLLECTION)

Closing Date:

11pm on Monday 17th June 2019

Contents:

[Role Description](#)

[What to include in your supporting statement](#)

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**

DOCUMENTATION ASSISTANT (ONE COLLECTION)

Department:	Collections Services	Type:	10 month Fixed Term Contract
Location:	Science Museum, London	Hours:	35 per week
Reports to:	Documentation Manager	Salary:	£20,500 + benefits
Date:	June 2019		

ABOUT THE ROLE:

One Collection is the Science Museum Group's major strategic initiative to re-imagine how our world-leading collection of objects relating to science, technology, transport, medicine and the media is cared for, accessed and shared. Through relocating circa 320,000 objects to a newly built facility in Wroughton and improving access to the collection physically, remotely and digitally, One Collection will ensure we continue to inspire futures for generations to come.

As part of this project we are seeking a Documentation Assistant to help tackle documentation issues of the collection ahead of it being digitised. You will be working alongside the Documentation Officer and Curators to resolve long-standing documentation issues. This work is required prior to the digitisation phase of the project.

WHAT YOU WILL BE DOING:

- Working with Documentation and Curatorial teams to resolve documentation issues, working both with the physical objects and digital records.
- Adding new part numbers to objects where necessary and generating new records.
- Discovering and resolving part-numbering issues.
- Enhancing catalogue records in the collections database to meet data standards where appropriate.
- Reviewing supporting material and working from associated information sources to produce enhanced records.
- Taking care of your personal health and safety and that of others. Complying with the Science Museum Group H&S Policies, risk assessments and safe systems of work and reporting any health and safety concerns.

WHAT YOU BRING TO THE TEAM:

You will definitely ...

- Experience of Documentation in a museum collection.
- Be passionate about improving data quality and meeting standards.
- Have meticulous attention to detail and the ability to enter accurate and consistent data.
- Experience of using Collections Management systems.
- Self-motivated with the ability to work in a team environment cohesively.
- Have a target-driven mind-set and desire to complete tasks.

It would be good if you ...

- Experience working on a data cleansing project with museum collections data.
- Have an understanding of science, technology or medical collections data.
- Experience of research and information review
- Have experience of working with hazards in museum collections

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. Describe the process and resources you would use to identify objects within the collections. What units of information are important to capture to catalogue an object?
2. Tell us about your experience of working as part of a team: what roles did you perform and how did you manage day to day tasks collectively?
3. Provide an example of how you would assess an object before moving it: what are the important factors to consider and how would you perform them?

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!