

VACANCY INFORMATION PACK



INVENTORY ASSISTANT

Closing Date:

11pm on Sunday 10th February 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**

INVENTORY ASSISTANT

Department:	Collections Services	Type:	14 month FTC and 12 month FTC
Location:	Blythe House, London	Hours:	35 per week
Reports to:	Collection Inventory Manager	Salary:	£18,500 + benefits
Date:	January 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.

You will be part of a team of cataloguing assistants responsible for completing a full inventory of objects in Blythe House in preparation for its digitisation and subsequent relocation. The inventory team will follow a rapid inventory workflow that will account for every object in these collections and ensure there is a core database record on the collections database.

The role offers a unique opportunity to work as part of a fast-paced team gaining practical experience working with one of the world's greatest science, technology and medicine collections. You will be crucial in making the collections stored at Blythe House available digitally through the Collections Online portal.

Based at Blythe House, you will gain a unique insight into the museum collection whilst developing collection management skills. You will be highly trained to perform and comply with best practice and national museum standards. You will be using barcode scanning technology and one of the world's leading museum collections management software to track and catalogue a very diverse collection.

These two roles are Fixed Term Contracts of 14 months and 12 months respectively.

WHAT YOU WILL BE DOING:

- Undertaking an inventory of objects in the store, working systematically through the collection.
- Capturing core cataloguing information for objects into the Collections database using rapid data capture methods.
- Examining and documenting the condition of each object.
- Adding new object and barcode labels to objects and verifying these in the collections database.
- Using barcode scanning technology to record and update the storage location of objects.
- Working with conservators, hazard officers and logistics teams to ensure correct processes are followed and that objects are documented to the required standard.
- Supervising volunteers assisting with the inventory.

- Taking care of your personal health and safety and that of others. Complying with the Science Museum Group Health and Safety Policies, risk assessments and safe systems of work and reporting any health and safety concerns.

WHAT YOU BRING TO THE TEAM:

You will definitely ...

- Have an interest in documenting collections including object cataloguing.
- Demonstrate a high level of dexterity and confidence handling a diverse range of fragile and valuable museum objects.
- Have excellent attention to detail with a desire to maintain consistent high standards.
- Have an enthusiasm for delivering high quality data.
- Be a confident team player keen to work in a fast-paced and high-volume environment.

It would be good if you ...

- An awareness of hazards in museum collections.
- Have experience of using a collections database and understanding of collections data.
- Have experience of collections audit and/or decant.
- Have an interest in or knowledge of the history of science, technology and medicine.
- Have knowledge & understanding of collections management procedures.

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 describe your relevant knowledge and experience of collections management or documentation.
2. Please tell us about a time you have worked as part of a team, in a fast-paced and high volume environment.
3. Please describe the key factors you need to consider when handling or moving museum objects.

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!