

VACANCY INFORMATION PACK



ASSISTANT CURATOR (ONE COLLECTION)

Closing Date:

11pm on Sunday 31st March 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**

ASSISTANT CURATOR (ONE COLLECTION)

Department:	Curatorial	Type:	12 month Fixed Term Contract
Location:	Blythe House, London	Hours:	35 per week
Reports to:	Curatorial Project Manager	Salary:	£21,000 + benefits
Date:	March 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 from Blythe House in West London to a newly built facility at Wroughton in Wiltshire, and improving access to the collection physically, remotely, and digitally, One Collection will ensure we continue to inspire futures for generations to come.

Working to the Curatorial Project Manager, you will be working across the collections, providing research and practical collections support to the One Collection team. In liaison with the Science Museum's Curators, you will identify and catalogue objects, improve existing records, and undertake tasks towards acquisition and disposal. You will supervise volunteers and interns, and help to engage our audiences with the project and the collection.

This position is based at Blythe House, the Science Museum's small-object store in West London, but will also require work to be carried out at the Science Museum in South Kensington, and occasionally at our large-object store at Wroughton, near Swindon.

WHAT YOU WILL BE DOING:

- Working in a fast-paced environment, providing collections-based practical expertise.
- Carrying out research towards object provenance, identification, and improved cataloguing.
- Improving collections records in SMG's electronic databases and documentation systems, and updating project documentation.
- Liaising with Curatorial and Collections Services teams, identifying opportunities for new acquisitions and disposals.
- Preparing acquisition and disposal documentation to be presented to the Museum's approval boards.
- Supporting One Collection colleagues with object logistics, movement, and photography as required.
- Enabling researchers by answering enquiries, providing collections access, and advocating use of the collections.
- Sharing collections stories through Collections Online, social media, our blog, the *SMG Journal*, and elsewhere.
- Supervising volunteers, interns, and contractors as required.

- 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 ...

- Have knowledge of the history and current practice of science, technology, medicine, or engineering (e.g. by museum experience or a relevant degree).
- Have experience of working with stored object collections.
- Be able to work and collaborate effectively with colleagues, subject specialists, and external organisations.
- Be enthusiastic and creative about engaging our audiences with stored collections.
- Be able to organise and prioritise work, deliver to deadlines, and be adaptable in the face of the unexpected.
- Have strong research skills.
- Have excellent written and oral communication skills.
- Have excellent IT skills and an ability to handle large quantities of information.

It would be good if you ...

- Have experience of using museum databases.
- Have experience of working in museums or other public facing cultural attractions or media outlets.
- Have experience of working in large multidisciplinary teams.

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 experience of working with museum collections.
2. How would you go about identifying a 'mystery' object you don't recognise?
3. During the One Collection project, large parts of our stored collections will be temporarily inaccessible. How would you keep the public engaged with stored collections in this situation?

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!