

JOB DESCRIPTION

- JOB TITLE:** Museum Assistant
- REPORTING TO:** Museum Curator
- DIRECT REPORTS:** None
- SALARY:** £7.50 per hour, 8 hours a week
- LOCATION:** The Black Watch Castle and Museum
- CLOSING DATE:** 30th June 2017

PURPOSE OF JOB

The Black Watch Castle and Museum holds a large and varied collection of artefacts covering many aspects of Regimental life over two and a half centuries. The collection contains uniforms, military equipment, trophies of war, prints and paintings, medals, documents, books and photographs.

The Museum is looking to improve our standard of documentation and increase its potential for learning and access. Under the supervision of the Museum Curator, the main duties of the Museum Assistant are:

Please send any questions as well as your Curriculum Vitae and Cover Letter to curator@theblackwatch.co.uk

MAIN DUTIES AND RESPONSIBILITIES

- Assisting in the care of the collections, including:
 - a) inventory of collections, reconciliation of data on database and maintain database
 - b) collections entry, movement and exit
 - c) Maintenance and upkeep of displays
- Conducting guided tours to the public
- Assisting with exhibitions and redisplay
- Assisting in development and delivery of learning and access activities



Other Duties and Conditions of Service

The post holder is expected to work to further the mission and aim of The Black Watch Museum, and to comply with the company's policies and procedures.

This is not an exhaustive list of responsibilities and the post holder will be expected to undertake other duties within the remit of the job and appropriate to their level of seniority as requested by the relevant line manager.

This job description will be reviewed periodically and The Black Watch & Castle Museum reserves the right to vary the duties within the job description in line with the needs of the business.

I acknowledge the receipt of the above job description:

Name: Signature: Date:

PERSON SPECIFICATION:

<p>Knowledge / Skills</p> <ul style="list-style-type: none">• IT skills for word processing, email and using Adlib
<p>Essential Experience / Qualifications / Training</p> <ul style="list-style-type: none">• Excellent oral and written English
<p>Personal Qualities / Attributes</p> <ul style="list-style-type: none">• Be inquisitive and willing to constantly acquire new knowledge• Have excellent communication skills and be enthusiastic with visitors• Be reliable, organised, tidy and methodical• Be flexible in dealing with a variety of tasks• Enjoy working as part of a busy team• Have enthusiasm for providing a good quality service to visitors of all ages• A desire to work in an ever-changing, developing environment
<p>Work Related Circumstances</p> <ul style="list-style-type: none">• The job can involve considerable standing, lifting , bending and stretching• Occasional weekend and evening work