



## COLLECTIONS ASSISTANT, RAVENGLASS RAILWAY MUSEUM

**Location** – Ravenglass, Cumbria, CA18 1SW

**Hours** – 16 hours per week. It is envisaged that a degree of flexible working will be required to cover meetings, events, training etc.

**Salary** – £10,000

**Duration** – Permanent (with 6 months probationary period)

**Background** - Ravenglass Railway Museum reopened in June 2017 after a comprehensive Lottery-funded redevelopment overseen by a Project Manager, a position which has now ended and will be succeeded by the new Collections Manager role. In 2018 the Museum received an outstanding achievement award from the Heritage Railway Association and was awarded full Accreditation status by Arts Council England. The role of the Collections Assistant will be to maintain these high standards by assisting the management of the museum's collections and exhibitions including meeting Accreditation criteria; maintaining exhibits; overseeing work of volunteers, and liaising with our partner attraction, Ravenglass & Eskdale Railway Co.

This would be an ideal entry-level position for a candidate hoping to pursue a career in museums, and specialist training in areas such as MODES database software will be provided.

### Key Responsibilities

- Collections management including cataloguing, auditing, environmental monitoring and conservation programmes adhering to SPECTRUM criteria.
- Working with the Museum Curator to ensure collections development in accordance with approved policies including liaising with R&ER Co. and members of the public for acquisition of small objects (e.g. papers etc.) and large objects (e.g. representative redundant rolling stock)
- Monitoring and updating museum procedures to maintain accreditation standards.
- Facilitating research access to archive whilst maintaining correct archive standards of storage and reproduction.
- Assisting management of volunteers including recruitment, training and attendance.
- Liaising with R&ER Co. Marketing Officer to promote the museum via events, media, and social media.
- Assisting managing of Community Exhibition Gallery including programming displays and liaising with participating groups.
- Assisting the development of the schools' education programme, liaising with R&ER Co. for promotion and delivery.

## PERSON SPECIFICATION

Successful candidates would have experience of at least two of the following criteria.

### Qualifications

- Familiarity with MS Outlook/Office Suite/Museum CMS/Web and Graphics programmes.

### Knowledge

- Knowledge of museum operation and collections management (to include cataloguing, auditing and conservation programmes adhering to SPECTRUM criteria and Arts Council Accreditation standards)
- Knowledge of, or experience in relation to, the National Curriculum.
- Appreciation of the history of the Ravenglass & Eskdale Railway.

### Relevant Experience

- Understanding of maintenance of museum artefacts, exhibits and building fabric.
- Presentation and/or teaching or instruction experience.

For further information or to discuss the role contact Peter Hensman, Chair of Trustees, Ravenglass Railway Museum, peter.hensman@hilltop.uk.com, 01539 721626, ravenglassrailwaymuseum.co.uk

To apply send a CV and covering letter outlining your experience and suitability for the role to

Rachel Mather - [RachelM@lakedistrictstates.co.uk](mailto:RachelM@lakedistrictstates.co.uk)

Deadline for submissions 5pm on Friday 14<sup>th</sup> June.

Interviews held late June.