



<b>Post Title</b>	Assistant Curator - 59585
<b>Organisation Advertising Description</b>	Lapworth Museum of Geology School of Geography, Earth and Environmental Sciences
<b>Salary &amp; Grade</b>	Full time starting salary is normally in the range £26,495 to £28,936. With potential progression once in post to £32,548 a year.
<b>Duration of Post</b>	3 years

### **Job Summary**

Assist the Director of the Lapworth Museum of Geology to ensure appropriate curatorial practice is maintained by the Museum in line with museum sector standards. Provide marketing, social media and public engagement support for the Lapworth and support the use of technologies used within the Lapworth including, but not exclusively, 3D scanning and printing. Assist the Director and Museum team to ensure the effective day to day management of the Museum, its facilities and its provision for users. The Lapworth is an integral part of the School of Geography, Earth and Environmental Sciences (GEES) and provides considerable support for teaching and research within the School. The post holder will assist the Director to ensure that teaching and research links between the Lapworth, GEES and other academic schools, are maintained and developed.

### **Main Duties**

#### **Collection care**

- Assist the Director to ensure appropriate museum standards in the care of geological and other collections at the Museum are in place.
- Assist the Director and other members of the Museum team to ensure the effective day to day management of the Museum.
- Working with volunteers in support of aspects of museum collection care.
- Assist the Director to develop and deliver the long-term programme of both preventative and remedial conservation within the Lapworth Museum of Geology.
- Maintain environmental monitoring systems within the Museum, in line with Museum sector standards.
- Responsibility for ensuring a programme of pest-monitoring within the Lapworth, in line with museum sector standards.

- Responsible for the issuing of loans of specimens to outside bodies and individuals (both nationally and internationally) including academics, research students, other museums, and institutions.
- Responsible for the development (with University IT services) of the Lapworth Museum's database and collection management software system.

#### Marketing

- Assist the LCDO to develop the Lapworth Museum's social media activity (in line with University of Birmingham approved procedures and policies) to promote the Museum and engage its diverse audiences.
- Work with the LCDO and other museum staff to develop Lapworth Museum promotional literature and associated online content.

#### Events

- Work with the Museum team to deliver public and campus related events and activities.
- Assist the Director with the organisation of the Museum's regular lecture series - The Lapworth Lectures.

#### Technologies

- Work with other members of the Museum Team to enable digitisation of the Museum's collections and archive, and creation of 3D models.
- Maintenance and operation of the Lapworth's equipment, such as flatbed scanners (A4 to A0), 3D scanner & printer, and large format printers, in support of teaching and research activity.

#### Other

- Work with the Director to support and deliver use of the collections and facilities in support of teaching and research.

### **Knowledge, Skills, Qualifications and Experience Required**

#### Qualifications/Training

- A relevant qualification at degree level in a related discipline, or equivalent professional qualification, and/or equivalent experience in Geology.
- A museum studies type qualification and/or appropriate museum sector experience.

#### Experience

- Experience of working with collection database systems.
- Knowledge and experience of Museum and Heritage standards such as Museum Accreditation, Spectrum, Benchmarks in Collection Care, PD 5454 for Archive storage.
- Knowledge of general heritage marketing and publicity.
- Experience of social media activity within heritage type organisation.
- Knowledge and experience of the use of technologies such as 3D scanning and 3D printing.

#### Practical Skills

- Working with heritage/museum objects.
- Competence in using IT and Microsoft Office products.

#### Personal Qualities and Attributes

- Good organisational skills.
- Accuracy and good attention to detail.
- Ability to prioritise and schedule workloads in the face of conflicting demands.
- Excellent communication skills.
- Willingness to work evenings, weekends and public holidays as required, on and off-site.