

# Hertford Museum Assistant Curator Person Specification.



HERTFORD MUSEUM

*Inspiring Generations*

Please refer to this specification in the course of any application for the post.

	<b>Essential</b>	<b>Desirable</b>
<b>Museum Experience &amp; Knowledge</b>	Minimum of one year paid experience working in a museum environment	Three years paid museum experience.
	Demonstrable collections handling and moving experience	Demonstrable experience working with a variety of collection types
	SPECTRUM standard documentation skills and experience	
	Awareness of Museum Accreditation	
	Understanding of preventative conservation techniques and practice	
	Experienced in using museum collections management software	Experienced in MODES
	Experience of working with and assisting volunteers	Experience of training others in museum techniques
	Demonstrable experience in helping to facilitate public events	Demonstrable experience of managing public events
	Demonstrable research and interpretation skills	Experience in devising and creating exhibition interactives
		Previous experience in marketing events and activities
	Awareness of grant schemes relevant to the sector	Experience of writing successful funding applications.

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	Ability to manage multiple priorities, work well under pressure and meet deadlines	
	Excellent written, verbal and presentation skills	Experience of delivering talks and presentations to stakeholders/members of the public
	Sound numeracy skills	Experience of delivering projects within a set budget
	Ability to manage own work programme and use initiative	Experience of project management
	Excellent IT and administrative skills	Proficient in the use of social media and website and blog updates
	Flexible approach and willing to learn new skills	
		Photography skills
		DIY / basic maintenance skills
<b>Teamwork and People Skills</b>	Excellent interpersonal skills and demonstrable ability to work with the general public	Demonstrable experience of handling challenging individuals

	<b>Essential</b>	<b>Desirable</b>
	Experienced in working as part of a team and understanding the contribution of all members	
	Excellent communication skills and the ability to liaise with internal and external stakeholders at all levels	
	Willing to cooperate with and support colleagues in group tasks	
<b>Other:</b>	Educated to degree level in a relevant subject or previously employed in a comparable role for at least 2 years	Museum Studies Masters Degree
	Enthusiasm for heritage	Enthusiasm for the heritage of East Herts and Hertford Museum's diverse collections
	Meticulous attention to detail	
		Full Driving licence and unrestricted use of a car
	Physically fit and able to lift and carry museum collections and equipment*	

\*Whilst the public areas of the museum are physically accessible, the museum offices and storage areas are accessed by stairs only and the appointed person will need to be able to negotiate carrying items between these areas. Some storage areas also have restricted height ceilings.