

# Hertford Museum



HERTFORD MUSEUM

*Inspiring Generations*

## Job Description

### Assistant Curator Two Year Fixed Term Contract

|                              |  |
|------------------------------|--|
| <b>Job title:</b>            | Assistant Curator  |
| <b>Hours:</b>                | 37 per week (Monday to Friday with some evenings and weekends to facilitate events/services for which the post holder will receive time off in lieu. There is no overtime allowance for this post) |
| <b>Salary:</b>               | £22,296 per annum  |
| <b>Main purpose of post:</b> | To assist the Curator in all aspects of the Museum's work  |
| <b>Reporting to:</b>         | The Curator  |

#### Key activities:

- To deputise in the Curator's absence
- To recruit, coordinate and supervise volunteers
- To work with the Curator and volunteers to fully document the museum collections
- To work with the Curator in caring for collections by ensuring handling, documentation, storage, environment and housekeeping methods and conditions are of a high standard
- To devise and deliver talks and presentations
- To assist the Curator in devising and delivering exhibitions and events
- To act as a key holder and member of the alarm call out rota
- To work as part of a team in marketing and evaluating the museum's services
- To undertake regular gallery maintenance checks
- To research visitor enquiries and facilitate researchers
- To monitor and renew where appropriate inter museum loans
- To work as part of a team in sourcing and obtaining external funding for museum projects and activities
- To be part of the Museum team and to carry out all other reasonable duties as requested by the Curator
- At all times to carry out his/her duties in accordance with the policies of the Trustees of Hertford Museum
- To take reasonable care of health, safety and welfare of self, other persons and resources while at work and in the course of service delivery, in accordance with the responsibilities placed on the Museum by current legislation
- To work occasional weekends and evenings in order to deliver specific museum events