

Job title: Collections Audit Assistant
Department: Collections
Reports to: Collections Curator
Location: Haslemere Educational Museum, Haslemere, Surrey



Job purpose: Haslemere Educational Museum is seeking a Collections Audit Assistant to join their Collections Team. This is a full time position, fixed term contract for 1 year.

Salary – £ 22,222.20, per annum

Hours – Full time, 35 hours per week, Monday to Friday.

Benefits - Pension scheme and 20 days holiday plus Bank Holidays

Closing date – 31st March 2025 at 5pm

Interview date – 17th April 2025

Fixed Term: Fixed term contract for 1 year

Haslemere Educational Museum

Situated in Southwest Surrey near the Hampshire and West Sussex borders the Museum holds over 240,000 Natural History specimens, along with over 140,000 Human History artefacts from around the world.

There are three large permanent galleries and two temporary exhibition rooms, with a library, an archive and a dedicated education room for people of all ages.

The grounds cover an area of over 15,000 square metres, with a large pond and gazebo, an observation beehive and a tree trail through an area of Outstanding Natural Beauty.

The Museum is one of the oldest and most renowned independent museums in the country. Founded in 1888 by the eminent Victorian surgeon Sir Jonathan Hutchinson FRS (1828-1913), the Museum pioneered innovative ideas of museum education and interactivity and maintains that reputation today. We are governed by a Board of Trustees, a registered charity and a company limited by guarantee.

Following our founder's vision, education for all is at the heart of what we do and frequent school visits and an outreach programme are run by a small team of experienced staff. Throughout the year we hold numerous events including pond dipping, storytelling, talks, lectures, exhibitions and fund raisers which are managed by staff or volunteers.

Haslemere Educational Museum has served its community, both local and wider, for over 125 years and intends to move forward towards a green and carbon neutral future.

For more information, visit our website at www.haslemeremuseum.co.uk

About the role

This role involves providing support across the audit project, with specific responsibilities for audit activities. The Audit Assistant will conduct a comprehensive audit of the collections, assisted by the collections team, to capture data on objects in the main stores, which will include social history, archaeological, natural history, textile, and ethnographic materials. The aim of this project is to enhance knowledge and access to the collections by developing a consistent baseline inventory in line with museum accreditation SPECTRUM standards. The audit forms a key part in HEM's Collections Development policy, enhancing understanding, access, future collecting requirements.

Key responsibilities

- Systematically check each box of objects in the main museum stores to ensure they are catalogued on current Access based, Collections Management System (CMS) to at least inventory level for SPECTRUM standards
- Check and update object descriptions and numbering on the collections management databases in consultation with museum staff
- Receive training in the use of the CMS
- Inspect and rehouse objects, replacing packaging as needed to meet best storage and conservation practices.
- Ensure objects are handled with care and any conservation and storage issues are raised with the Collections Curator.
- Create digital images of objects, photographs, and documents via scanning and photography
- Develop engaging content for the museum's social media channels using the museum collection
- Undertake any other duties as may reasonably be required in the post

Background and Experience:

Qualifications

- A demonstrable interest in museums and/or heritage sites is essential
- A graduate and/or post-graduate degree in Museum or Heritage Studies desirable, or an equivalent understanding of museum operation and practice gained through work-based training, 3-6 months' minimum experience required.

Knowledge, skills and experience

Essential

- "Hands on" collections documentation experience, gained through working or volunteering in a museum, gallery, or heritage site
- Experience of handling museum objects of a variety of types, and an understanding of best practice relating to collections storage, security, environmental and pest control.
- Working knowledge of MS Office packages including Word, Excel and Access

- Ability to input data with a high level of accuracy
- Good organisational and time management skills with the ability to manage own workload, effectively, to meet targets and deadlines
- Strong team working skills with the ability to work positively and co-operatively with colleagues and partners
- Strong written communication skills and the ability to maintain a high level of accuracy
- A good standard of verbal communication, with the ability to communicate with a wide range of people

Desirable

- Experience of using a museum collections management system
- Demonstrable knowledge of museum documentation processes and standards including SPECTRUM standards
- Experience in the digitisation of museum objects and the processing of images to include GIMP and Photoshop

Special consideration:

We are in the process of acquiring a new Collections Management System, Collections Index+. The successful candidate would be expected to work across both the current Access-based CMS and the new CMS during the data migration process. Full training will be provided.

To apply, please email a CV and a cover letter outlining your suitability, referencing the job description and requirements, to collectionscurator@haslemeremuseum.co.uk

Address: 78 High Street, Haslemere, Surrey GU27 2LA

Tel: 01428 642112