

Job Description

Directorate Tyne & Wear Archives & Museums

Division Museums/Galleries

Post Title: Assistant Keeper (AA4015)

Evaluation: 443 Points **Grade:** N05

Responsible to: Allocated Manager

Responsible for: N/A

Job Purpose: This post will be responsible for assisting with the care and use of assigned collections. It may require work at any of the premises of Tyne & Wear Archives & Museums. The postholder will be expected to contribute to the work of all sections within the overall policies of TWAM.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Contributing, in liaison with colleagues, to develop the use of the collections, for example, through:
 - (i) Assisting with the preparation and initiation of exhibitions and displays.
 - (ii) Researching the collections and keeping abreast of current research.
 - (iii) Co-operating with learning and outreach staff in formal and informal learning.
 - (iv) Assisting with development of resources, printed and digital to support and interpret the collections.
 - (v) Facilitating access to stored collections.
 - (vi) The provision of public and academic enquiry services.
- 2 Assisting with the care and storage of the collections (in liaison with the Conservation staff).
- 3 The cataloguing and documentation of the collections in liaison with the Documentation Team.
- 4 Providing advice on collection and subject matters.
- 5 Assisting with the implementation and updating, where necessary, of an effective collections policy (including acquisitions and disposals).
- 6 Working with partners including local societies, agencies and other relevant bodies and organisations.
- 7 Assisting with preparation of appropriate reports, collection of performance monitoring information and attendance at meetings as required.

- 8 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.