Newcastle City Council

Job Description

Directorate Tyne & Wear Archives & Museums

Division Museums/Galleries

Post Title: Keeper (AA4016)

Evaluation: 519 Points **Grade:** N07

Responsible to: Allocated Manager

Responsible for: Staff allocated

Job Purpose: This post will be responsible for the care and use of TWAM's collections as assigned. The postholder will be expected to contribute to the work of all sections and venues 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 Responsible for the care and storage of assigned collections (in liaison with Conservation staff).

2 Providing advice on collections and specialist subject matters.

3 The cataloguing and documentation of the collections in liaison with the Documentation Team.

4 The preparation and initiation of exhibitions and displays.

5 Working, in liaison with colleagues, to develop the use of, access to and engagement with the collections, for example, through:

(i) Researching the collections and keeping abreast of current research.
(ii) Supporting learning and outreach staff in development of formal and informal learning, and other activities.
(iii) Development of resources, printed and digital to support and interpret the collections.
(iv) Facilitating access to stored collections.
(v) The provision of public and academic enquiry services.

6 Day to day management of staff and volunteers.

7 Assisting with the implementation and updating of an effective collections policy (including acquisitions and disposals).

8 Working with partners including funders, local societies, agencies and other relevant bodies and organisations.

9 Contributing to bids for external funding and responsibility for accounting for project budgets.

10 Effective monitoring and evaluation of activities and preparation of appropriate reports, case studies, performance monitoring information and attendance at meetings as required.

11 To promote and implement health and safety standards and objectives and to fulfil the duties and responsibilities of the post detailed in the TWAM Health, Safety and Risk Assessment Manual.

12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.