

Directorate: Tyne & Wear Archives & Museums

Post Title: Curatorial Assistant (AA713)

Grade: N3

Responsible to: Museum Manager

Responsible for: N/A

Job Purpose: Acting as a member of a team in caring for and interpreting the collections and delivery of programmes.

This is a generic job description for Curatorial Assistant and is intended to apply to work with a range of collections and/or projects.

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

1. Care and maintenance of collections including maintenance of records and resources in accordance with TWAM policies and procedures.
2. Assisting with the documentation, storage, conservation and preparation of collections and maintaining environmental monitoring and control systems.
3. Assisting with the preparation and maintenance of exhibitions and displays and the delivery of activities and events.
4. Liaison with staff and other organisations as appropriate.
5. Assisting with research and the preparation of reports and publications
6. Assisting with the provision of advice and guidance to TWAM staff, volunteers and public, as appropriate, in all aspects of the post.
7. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
8. Actively promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.