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| **DEPARTMENT:** | Museum |
| **LOCATION:** | Littlehampton Museum, Manor House, BN17 5EW |
| **JOB TITLE:** | Project Time Machine Officer:Fixed term, full time, 9 months. 1 October 2024 to 30 June 2025 |
| **GRADE:** | NJC Scale 4 SCP 7 - 8  |
| **RESPONSIBLE TO:** | Museum Curator |
| **RESPONSIBLE FOR:** | Project Time Machine volunteers (Day-to-day with oversight from the Museum Curator) |

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**MAIN PURPOSE OF THE ROLE:**

To support and assist the Curator in the delivery of the cataloguing phase of ‘Project Time Machine’. To lead a volunteer team working in the galleries to research and catalogue the Museum’s social history collections. To promote the project to the public.

**What is Project Time Machine?**

Littlehampton Museum has recently been awarded an ‘Unlocking Collections’ grant from the National Lottery for ‘Project Time Machine.’ This funding will enable the Museum to learn how to make the best use of their collections and better engage their community, placing them at the heart of future Museum planning

Following an extensive community consultation, phase two of the project is about to begin:working with community volunteers to catalogue, review and re-store our social history collection, creating context, revealing relevance and ‘hidden’ histories.

**Project Time Machine Phase Two targets**

* Following the Museum’s cataloguing procedures, to enhance the records on our collections management system (Modes) for the 2,600 objects in the Museum’s social history collection, adding context, relevance and links.
* Following the Museum’s collections review procedure, to ‘grade’ each object. This will identify both items which are not represented in the current Collecting Policy, with a view to future rationalisation, and star items with a view to future exhibitions and research.
* Following the museum’s procedures, to produce a high-quality digital image of each object.
* To improve the storage of this part of the collection by re-packing using conservation standard materials.
* To re-locate the completed boxes from the gallery back into new mobile racking in the social history store, making sure that locations are recorded correctly on the Museum’s collections management system (Modes).
* To publicise the project in mini exhibitions in a case in reception, the website and on social media, with “objects of the month” and other stories showing some of the results of the project.

**Project Time Machine Officer Key Tasks**

1. To supervise the day-to-day work of volunteers researching, photographing and cataloguing the social history collections, working in the public galleries
2. Working with the Curator to keep the aims, targets and timescale of the project on track.
3. To assist in the training of volunteers:
	* in the use of the Museum’s cataloguing procedures
	* in the use of the Museum’s Collections Management system, MODES to record cataloguing information
	* in the use of the digital camera to take object photographs
	* to research and record information about related objects, places and people
4. To check standards of data entry and photography and maintain a high level of accuracy

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1. To engage with the public, promoting the museum and Project Time Machine.
2. To create social media/blog posts showcasing the project
3. To comply with the Town Council’s Health & Safety Policy at all times.
4. Apply consistently the principles of Equal Opportunities, as embodied in the Town Council’s policies and practices throughout the duties outlined.
5. To undertake available training opportunities identified through appraisal and supervision and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Town Council services.
6. To undertake any other tasks commensurate with the grading of the post, as required by the manager/supervisor or the Town Clerk, ensuring that all duties undertaken are done so in accordance with Town Councill policies and museum standards and procedures.

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Post Title: Project Time Machine Officer

Location: Littlehampton Museum

Grade: NJC Scale 4 SCP 7 - 8

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/****Source of Information** |
| **Key Skills & Abilities** | * Excellent ICT skills, able to use Microsoft Office software and internet search engines

 with confidence * Proven ability in the use of all social media platforms
* Proven ability to communicate effectively both verbally and in writing to a range of audiences including councillors, voluntary and local community groups, third party contractors and colleagues
* Ability to supervise and work as part of a small team including volunteers
* Ability to effectively organise own workload and meet tight deadlines, managing changing and conflicting demands.
* Ability to use own initiative and work independently.
* Ability to undertake a diverse workload.
* Ability to respond positively and proactively to unexpected problems and situations.
* Good numeracy and literacy skills.
 | * Photography skills
 | Application form/Interview/Reference |
| **Education &****Qualifications** | * GCSE Maths and English or equivalent
 | * Undergraduate degree in a relevant subject or a museum studies qualification.
 | Application form |
| **Knowledge** | * An understanding and knowledge of collection management procedures and standards (including Spectrum 5.1)
* Knowledge and understanding of Documentation Planning.
* Working knowledge of Collections Management Systems.
* Awareness of equal opportunities, Equality Act 2010 and the protection of children and vulnerable persons.
* Awareness of health and safety and risk management
 | * Knowledge of Littlehampton
 | Application form/Interview |
| **Experience** | * Practical experience of handling, packing and documenting objects in a Museum environment.
* Experience of supervising volunteers
* Experience of working on projects with deadlines
* Working in a busy environment/office.
* Experience of using a museum collections management system
 | * Experience of undertaking research using handwritten archives alongside online databases such as Ancestry
* Experience of supervising volunteers in a museum or library/archive
* Experience of using MODES (museum collections management system)
 | Application form/Interview/Reference |
| **Personal Attributes** | * A demonstratable passion for museums and galleries and a commitment to providing access to collections.
* A commitment to and enthusiasm for working with volunteers and students.
* Excellent interpersonal skills.
* Willingness to take on a range of tasks as required.
* Ability to work in a team.
* Flexible and self-motivated approach to work.
 | * An interest in the local heritage and history of Littlehampton
 | Application form/Interview |
| **Other** | * Able to undertake manual handling tasks (with lifting aids/assistance where required).
* The flexibility to work on Saturdays
 |  | interview |
| **Date (drawn up): June 2024****Reference of Officer(s) drawing up Job Description and Person Specifications: JE, LA,JH** |