



<b>Collections</b>	<b>Heritage Assistant (digitisation and rationalisation)</b>
<b>Job Family</b>	<b>Culture &amp; Heritage, Adults Directorate</b>
<b>Competency level</b>	<b>trainee</b>
<b>Scale</b>	<b>Scale 5</b>
<p><b>Purpose</b></p> <p>The Heritage Assistant will work within a small departmental team at Vestry House Museum. You will contribute to the developmental phase of the NLHF-funded project Heritage in the Making, specifically on collections management for the Museum. You will work with the Curator on preparing objects for new displays and with a Digitisation Consultant on the digitisation pilot of the museum’s photography collection. You will also work with a Collections Management Consultant on developing the rationalisation of the museum’s collection. The role will provide an overview of the process of museum collections management and documentation and provide specific experience of digitisation and rationalisation policy and practice. The traineeship will provide the practical skills to support ongoing qualifications, study and inform future career choices.</p>	
<b>Generic Accountabilities</b>	<b>Learning Outcomes</b>
Communicate effectively with internal and / or external customers/ service users. Act as point of contact for the team.	<p>Develop confidence in communicating with staff and the public in face to face, over the phone and email.</p> <p>Learn about and be part of creating a welcoming and inclusive work environment.</p> <p>Build knowledge and awareness of promoting a high quality visitor experience.</p>
Create documents, reports, correspondence etc. from the information provided, using standard formats and software.	<p>Develop knowledge and skills in range of office software packages, filing systems and use of Council <a href="#">intranet</a>.</p> <p>Learn to plan work load, collate information and share accurate information.</p>
Organise and maintain records and documents using the appropriate Gallery process / system.	<p>Understand how received documents, applications, correspondence etc. are recorded, distributed and processed correctly.</p> <p>Learn how to apply best practice in data management and data protection processes.</p>
Co-operate with and support colleagues.	Build team working skills.
Carry out all duties and responsibilities with reasonable care for the health	Develop knowledge and awareness of health and safety in the workplace, how to identify and prevent injury in the workplace.



and safety of self and others and report any potential hazards or unsafe practices to line manager.	
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	Develop a wider understanding of other organisational policies and practice that promotes a high quality working culture e.g equality and diversity, environmental, safeguarding etc.
<b>Job Specific Accountabilities:</b>	
Undertake pilot digitization of part of museum photography collection. Digitise historic and contemporary photographs in the collection. Maintain records and track progress	Learn specific skills in digitization of collections and making them accessible online and about copyright. Practical skills in maintaining museum standards.
Work on rationalization of museum collections. Involves supporting research of objects and their documentation, packing and unpacking objects in store, updating museum documentation records, organising transfers, packing and transport.	Learn about collection care management– how objects and artwork are stored and displayed to agreed standards. Learn the range of tasks involved in museum collections rationalization, including documentation, identification, condition checking, handling
Assist in preparing collection items for new museum displays	Learn processes for handling, framing, mounting and conservation
Contribute to data collection and evaluation	You will learn processes for collecting data and how this is used to measure impact
Data entry into forms and templates relating to object transfer	You will learn the breadth of administration and processes involved in object transfer and disposal and how relationships are maintained with other institutions.
Data entry for collections management database.	You will develop practical skills and knowledge in the Gallery's Collections Management database including updating as instructed, on location changes and other relevant information.
Additional introductory sessions at William Morris Gallery on wider gallery and museum duties	You will learn about the wider context of the Culture and Heritage Service, including preparing exhibitions, public events and activities and operations.
Additional introductory sessions on Archives Management	Learn from the Archives Manager about the history and purpose of the Archive and Local Studies Library
To respond to the climate emergency	You will learn about the importance of running a sustainable organisation and the measures the Gallery can take in monitoring and minimising its carbon footprint.
<b>Nature of Contacts</b>	
Typically involves supporting internal staff	



<p>Supporting the public and community groups</p> <p>Communicating with visitors confidently, sensitively, and diplomatically.</p>	
<p><b>Procedural Context</b></p> <p>You will be given a full orientation and induction session.</p> <p>You would be expected to act within guidelines and standard procedures.</p> <p>Your line manager will be the Vestry House Museum Gallery Curator who will support you in setting personal learning and development goals, and will discuss and review progress offering feedback and advice throughout your contract.</p> <p>This post demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs.</p>	
<p><b>Key Facts and Figures</b></p> <p>Waltham Forest is a highly diverse outer London borough, the 82<sup>nd</sup> nationally most deprived out of 326 boroughs. The Culture and Heritage team is establishing and developing Waltham Forest as a thriving and inclusive destination for local people and visitors and sits within the strategic Stronger Communities Directorate of Place.</p> <p>It is responsible for delivery of a range of assets including award-winning William Morris Gallery and Vestry House Museum, delivering high quality community led culture and events across the borough, contributing to Stronger Communities</p>	
<p><b>Resourcing</b></p> <p>Budget Responsibilities: Nil</p> <p>Supervisory Responsibilities: Nil</p>	
<p><b>Knowledge, Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• An interest in museums and galleries</li> <li>• Able to work as part of a team as well as on your own</li> <li>• Good overall knowledge of Microsoft office applications.</li> <li>• Good organisational skills and the ability to prioritise workloads and achieve deadlines.</li> <li>• Good verbal and written communication skills.</li> </ul> <p>Numerate and accurate with attention to detail</p>	
<p><b>Indicative Qualifications</b></p> <p>English and Math Qualification</p> <ul style="list-style-type: none"> <li>• Relevant NVQ Level 1 or 2 qualification</li> </ul>	

The above profile is intended to describe the general nature and level of work performed by employees in this



role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.