



ROYSTON  
MUSEUM



## **Collections Assistant Recruitment Pack**

Royston Museum is a family-friendly, accredited Museum and registered charity. The Museum opened in its current location on Saturday 28 April 1984, however the history of a museum in Royston dates back to 1856. The Museum has a small team of paid staff, supported by a team of dedicated volunteers and Trustees. The Museum is also supported by The Friends of Royston Museum.

The Museum currently has approximately 20,000 objects in its collection that help tell the stories of the people and places in and around Royston, including photographs, paintings, costumes, social history objects, industrial equipment and archaeology.

**The objects of Trust are:**

- (1) to advance education for public benefit, particularly the history of Royston and surrounding area,
- (2) to provide and maintain a permanent museum in Royston,
- (3) to care for, exhibit and interpret the museum's Collection, and provide public access to it,
- (4) to provide learning experiences and activities for the education and enjoyment of the public,
- (5) to research, promote and publish studies of the area.

**Our Mission:**

To celebrate and share Royston's heritage and stories, connecting people and places, past and present.

**Our Vision:**

To be a community hub for Royston; a multifunctional space which celebrates our town's heritage, nurtures curiosity and inspires conversations.

**Our Values:**

To enable us to achieve our vision we have a number of values.

- **Community focused:** We work alongside our community, encouraging them to share our spaces and connect with Royston's stories. We believe that the stories Museum tells should reflect and celebrate all those who call Royston and the surrounding areas home.
- **Engaging:** We bring enjoyment to people's lives, and surprise everyone with who we are and what we can do. We are passionate about creating fun and engaging experiences for all, which make our visitors want to visit time and time again.
- **Knowledgeable:** We are knowledgeable about Royston's heritage. We want our visitors to appreciate the rich and diverse history locally, so we share that knowledge in a way which is relevant and meaningful to them.
- **Inclusive:** We want the Museum to be a place where people can connect with Royston's people and places, past and present. We are committed to ensuring everyone, regardless of ability, age, belief, cultural background, gender, race, sexuality, or wealth, feels welcome at the Museum.
- **Responsible:** From our collections care and visitor engagement to our financial management, we hold ourselves to the highest standards of responsible museum practice. We take responsibility for

how our decisions and actions effect the environment, and are committed to making conscientious changes to minimise our impact on the planet.

### **Our Strategic Aims:**

We have five strategic aims which are key to our 2024-2029 forward plan:

- **Visitor Experience:** We will grow our audiences helping more people enjoy our museum, engaging them with Royston's history through programming and interpretation for all ages.
- **Collections Care:** We will methodically work to properly care for, store and catalogue the collection, so current and future generations can learn from them.
- **Organisational Sustainability:** We will create a sustainable future for our Museum to enable its long-term survival and better able to weather financial challenges.
- **Community Engagement:** We will not only work alongside our community to tell stories which are relevant to them, but to provide a welcoming space for them.
- **Environmental Responsibility:** We will be aware of the impact our decisions make on the environment and will make sustainable choices in how we operate.

### **Role summary**

The Curator and our team of dedicated Collections Volunteers have been working hard to digitise our collections, improve the packing and storage of the objects in our care and update our catalogue. Thanks to funding from the Brian Leslie Racher Charitable Trust, we are looking for a Collections Assistant to join us on a one-year fixed term contract to support the team in the continuation of this work.

We're looking for someone with a keen eye for detail and an interest in collections management to join our small team. The successful candidate will assist with migrating our catalogue over to a new collections management system, as well as updating and improving the entries in our catalogue.

### **Principle tasks and responsibilities**

- To assist the Curator with migrating the Museum's catalogue from MODES to eHive
- To create, edit and amend catalogue records for the Museum's collection, and assist in making it accessible
- To assist with improving the storage of the collection, including repacking items and updating location records on the collections management system.
- To assist with enquires from the public
- To assist with the planning and installation of temporary exhibitions
- To assist with the general day-to-day operations of the Museum
- To ensure work is carried out with the upmost care and to museum standards
- To ensure the safety and security of the visitors, volunteers, building and collection, by followings all Museum policies, risk assessments and legal requirements;
- To undertake any other duties that may be reasonably required in accordance with the purpose and level of the post as directed by the Curator.

## Person specification

This role will suit someone who has an interest in collections care and collections management, gains satisfaction from embedding best practice and who possesses attention to detail, enthusiasm and excellent communication skills. An interest in local history is not a prerequisite for the role, but would be beneficial.

- An awareness and understanding of collections management issues and procedures, including handling of museum objects
- Experience of collection management systems (such as MODES and eHive) and spreadsheets
- An awareness of SPECTRUM procedures
- Some experience of working or volunteering in a small museum
- Excellent oral and written communication skills
- Excellent interpersonal skills with the ability to work with staff, volunteers and external contacts
- An ability to carry out collections research
- A commitment to the vision, mission and values of Royston Museum Trust

Don't meet every single requirement? Research shows that women and members of other under-represented groups tend not to apply for jobs unless they feel they meet all the qualifications. We are committed to creating a diverse and inclusive environment. If you're interested in the role, we strongly encourage you to apply.

## Key terms of employment

- **Salary:** £13,800 per annum (£23,000 FTE)
- **Normal working hours:** 3 days (21 hours) per week with occasional weekdays and evenings. Additional hours will be compensated with time off in lieu.
- **Contract:** This is a 12 month fixed term contract

## How to apply

To apply for this role, please send a CV and covering letter detailing your relevant experience and why you are interested in the role to Emma Canterbury, Museum Manager, at [manager@roystonmuseum.org.uk](mailto:manager@roystonmuseum.org.uk)

For further information or to discuss the role informally, please contact Sophie Riches, Curator, on [curator@roystonmuseum.org.uk](mailto:curator@roystonmuseum.org.uk).

The deadline for applications is 5pm on Monday 11 November.

We will invite successful applicants to an interview on Wednesday 27 November. If you would be unable to attend on this date, please let us know as part of your application so we can make alternative arrangements.