

# DITCHLING MUSEUM OF ART+CRAFT

## **Collections & Learning Assistant**

**Full time, 35 hours per week. Flexible working at weekends and evenings will be required.**

**12 month fixed term contract**

## **JOB DESCRIPTION**

### **The Organisation**

Ditchling Museum of Art + Craft is a small cultural venue in the Sussex village of Ditchling. It is an independent museum, registered as a charity. The museum reopened in summer 2013 following a major capital redevelopment project, part-funded by the Heritage Lottery Fund. The museum tells the story of the artists and craftspeople who lived and worked in the village. Ditchling Museum of Art + Craft's permanent collection includes the work of Eric Gill, Frank Brangwyn, David Jones, Ethel Mairet, Valentine KilBride, Charles Knight and Edward Johnston. The Museum receives about 15,000 onsite visitors a year.

### **Overall Purpose of the role**

This is a varied and exciting new role for the organisation, designed to offer support to our Curator and Learning & Public Programme Manager. The post holder will take on some of the key day to day tasks from these roles, freeing them up to focus on more strategic development work to build the organisation.

The post would suit an early career professional with a dynamic approach to collections and learning, who is keen to learn but able to take on tasks and work independently as well. We are a small team who work closely together to support each other in our roles and will provide a welcoming atmosphere.

The role will split the hours approximately 21 hours collections and 14 learning per week.

### **KEY TASKS & RESPONSIBILITIES**

- Carrying out collection documentation work to improve information (photos, descriptions, linked info eg talks, exhibition material) in order to make the collection more accessible and ensure our heritage is better managed.
- Support the development of materials for handling sessions on and off site.
- Facilitate day to day collection management tasks, including loans and acquisitions processing, logistics tasks relating to exhibitions and displays.
- Collaborate with the Curator and Learning & Public Programme Manager to develop and deliver programme and sessions to enable wider access to the Museum's collection and content.

- 2 days/week on administration for the learning programme. To include administering workshop bookings, liaising with artists and volunteers to ensure cover where appropriate and attendance at events.
- Be the main contact for administration of school visits, liaising with teachers to plan visits, organising payment, greeting school groups.
- Liaise with colleges and universities to book workshops and tours.
- Provide weekend cover for events.
- Provide copy/promotional material for marketing of the museum programme and, where appropriate, marketing the learning programme including creation of print, using social media and producing outward facing content for print and the website.
- Maintain the Learning Space to ensure it is welcoming and accessible and ensure that spaces and facilities are available and well presented. Maintain and monitor stocks of materials for workshops etc.
- Other tasks as identified by the organisation.

### **Person Specification:**

#### Essential

- Professional museum qualification or equivalent experience working in the sector
- Excellent attention to detail
- Experience of using a collections management system.
- Exceptional communication skills – verbally and in written English.
- Eagerness to learn about the organisation
- An understanding of the National Curriculum
- Ability to work collaboratively as part of a team as well as work on own initiative
- Excellent organisational skills and ability to work to deadlines and targets while maintaining accuracy and attention to detail
- Excellent level of competence in Excel, Word, Outlook
- Able to work independently, asking for help when required

#### Desirable

- Experience of collections management
- Experience working in a learning team
- Passion and interest in the visual arts.

### **Additional Information:**

- Reporting to:** Curator
- Hours:** Full time (35 hours)
- Normal office hours are 9.00-5.30.
- Evening and weekend working will be required. Flexible working can be negotiated within reasonable parameters and time off in lieu can be taken by agreement with the line manager.
- Contract period:** Fixed term contract for 12 months with potential for extension
- Salary:** £18,000 per annum.
- Holidays:** 20 days p.a. plus 8 statutory bank holidays.
- Probationary period:** This post is subject to a probationary period of 3 months.
- Notice period:** 2 Months after the probationary period.

*Ditchling Museum of Art + Craft is committed to access, equality and social inclusion. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.*

### **How to apply:**

Send a CV including details of current salary, and a letter of application detailing your suitability for the role paying close reference to the person specification (2 sides of A4 Max), together with the equal opportunities monitoring form to:  
[donna@ditchlingmuseumartcraft.org.uk](mailto:donna@ditchlingmuseumartcraft.org.uk)

By 5pm on **Wednesday 26 June.**

Interviews will take place on Tuesday 2<sup>nd</sup> July at Ditchling Museum of Art + Craft, Lodge Hill Lane, Ditchling BN6 8SP

You can find information about getting to Ditchling on our [website](#).