**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Collections Assistant | |
| **Directorate:** Health & Wellbeing | **Division/Section:** Heritage, Libraries & Arts |
| **Grade:** 5 | |

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| **Job Purpose:**  To work across heritage services to support the development of collections and increase public access to and engagement with heritage resources, feeding into the development of a new Heritage & Arts Centre for Oldham (working title OHAC – Oldham Heritage & Arts Centre).  This post will work with the Fine and Decorative Art collections (0.5 post)  Following a flood in early 2018 this post has been created to assist with the administration of ongoing conservation and monitoring of the collection. |

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| **Key Tasks:**   1. To undertake documentation of items to support relocation, display, accessible storage and online access. 2. To support a decant of the art collections to temporary storage 3. To support the movement of collections between the studios of a range of freelance conservators 4. To maintain a programme of condition checking and monitoring of the collections 5. To prepare collections for conservation, relocation and accessible storage. 6. To support exhibition preparation and display. 7. To support the digitisation of collections and information to extend remote access to collections and assist with the development of a range of online learning resources. 8. To research relevant aspects of the collections which will support display, interpretation and online access to information and resources 9. To undertake such other duties as may reasonably be determined by the Head of AHS. |

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| **Standard Duties:**   1. To actively promote the equalities and diversity agenda in the workplace and in service delivery. 2. To be familiar with customer care and health and safety policies of the Council/Directorate. 3. To participate in self-improvement in performance through workplace development. 4. Undertake any additional duties commensurate with the grade of the post. |

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| **Contacts:**   1. Community organisations and members of the public 2. Oldham Council staff 3. Community and professional partners 4. Representatives from funding bodies 5. Freelance staff, curatorial staff and volunteers |

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| **Relationship to other posts in the Department:**  **Responsible to:** Exhibitions & Collections Co-ordinator (Art)) Gallery Oldham  **Responsible for:** Supervision given to freelance staff and volunteers |

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| **Special Conditions:** N/A |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 01/08/18 | Annie O’Neill | Arts & Heritage Manager |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |