University of Liverpool

COLLECTIONS AND EXHIBITIONS OFFICER

Job Ref: 011528

Faculty: Central Professional Services, Library, Museums & Galleries

Location: Victoria Gallery & Museum, Liverpool

Grade: 4

Salary: £20,836 – £24,028 pa

Hours of Work: Full Time

Tenure: Permanent

Shortlisting and interview arrangements are the responsibility of the recruiting Department. Please contact Nicola Euston email: euston@liverpool.ac.uk for all enquiries
More galleries and museums than any UK city outside of London.

Affordable
Based in the 2nd most affordable UK city.

Birthplace of The Beatles and home to two Premier League Football clubs.

33,000
33,000 students, 7,500 of whom travel from all over the world to study here.
The Post

Reporting to the Curator of Heritage & Collections Care, the Collections & Exhibitions Officer also works closely with the Senior Technician and Curator of Art & Exhibitions. The Collections & Exhibitions Officer will support all aspects of developing, installing and maintaining exhibitions and displays curated by the museums and galleries team throughout the University and will work with a range of external and internal partners. In addition, the Collections & Exhibitions Officer will support the Curators on documentation projects including the updating and improving of object records on the collections management database and administration of loans for exhibitions.

This is a wide ranging and specialist role for an experienced museum professional who has demonstrable practical exhibition skills as well as a broad understanding of collections management and exhibition development and delivery.

PRIME OBJECTIVE OF THE POST

To assist the Curator of Art & Exhibitions in the development of exhibitions and displays. To support the Senior Technician to ensure the smooth running of exhibition installation and object movement logistics. To assist the Curator of Heritage & Collections Care in store improvement and documentation projects ensuring documentation is up to date and meets Museum Accreditation standards.

DUTIES:

Exhibitions Development:

- To support the Curator of Art & Exhibitions in the development of exhibitions including research, delivery and liaison with artists, lenders, contractors and specialist suppliers and dissemination of information as required.

- To support all aspects of exhibition logistics including loan lists, insurance, transport, installation and de-installation requirements and in accordance with individual exhibition needs, Health & Safety regulations and agreed departmental policies and practices.

- To liaise with external and internal partners as necessary during all stages in the planning, organisation and delivery of specific projects to ensure good information flow and smooth delivery of each exhibition and associated events.

- To retain informed and up-to-date knowledge of developments relating to exhibitions organisation.

- To support the Curator of Art & Exhibitions with all aspects of exhibition logistics for touring exhibitions.

- To support the Education Officer to implement strategies for education and public engagement through the delivery of talks and events to the public, specialist groups and students.
• To manage delegated budgets for allocated exhibitions including monitoring costs and highlighting potential overspend to the Curator of Art & Exhibitions.

Technical support:
• To support the Senior Technician with movement of collection items and display furniture both on and off campus.
• To support the Senior Technician with maintaining general tidiness, cleanliness and security of stores and ensuring any object moves are documented on the Collections Management Database (Modes Complete).
• To undertake manual handling of items in the collection, which will involve some heavy lifting at times (specific training will be provided).
• To operate lifting gear and other machinery, following training, and to work with the Senior Technician and freelance technicians handling the movement of large objects.
• To supervise the work of external technicians and contractors as necessary.

Collections Management:
• To support the Curator of Heritage & Collections care with condition checking, documenting and packing/unpacking items arriving for display or going out on loan.
• To work with the Curator of Heritage & Collections Care on documentation projects and updating and improving object records on the collections management database to SPECTRUM standards.
• To assist the Curator of Heritage & Collections Care and Senior Technician with store management and improvement projects.

General:
• To deal with collection enquiries from staff, students and external contacts as required.
• To assist the museums and galleries team with collection care issues including framing and de-framing of pictures, appropriate cleaning of items and labelling of collections.
• To enable access to stores and ensuring their security as required including being a key and alarm code holder for the various stores located across campus.
• To monitor store areas ensuring security of the collections and the quality of the environment and report damages or areas of concern to the Curator of Heritage & Collections Care.
• Invigilate research visits to stored collections as required.
• To manage delegated budgets for allocated collections care projects including monitoring costs and highlighting potential overspend to the Curator of Heritage & Collections Care.
• To undertake courier duties as required.
• Work to approved health and safety standards and guidelines.
• To be aware of and adhere to all required policies and procedures, including the key system, store security and access issues for people visiting the stores (researchers, students, contractors etc).
• To be familiar with the Emergency Response Plan and to carry out recognised procedures in the event of fire, flood, accidents, damage, criminal activity etc.
To participate in team and departmental meetings; representing the department at external meetings as required.

To participate in staff training as necessary, sharing best practice and keeping up to date with changes and developments.

Undertake other such duties as assigned by the Curator of Heritage & Collections Care.

Please note

Travel within the UK will be required from time to time. Out of hours and weekend work may be necessary during busy periods, in particular in the run up to exhibition openings. Time off in lieu will be offered to cover this.

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Attached below is a copy of the Employee Specification by which candidates will be short listed for interview.

LIBRARIES, MUSEUMS & GALLERIES

STAFFING

Libraries, Museums & Galleries has a staff of around 170 people. In addition to the Director, there are about 44 professionally qualified librarians, archivists and curators. The service is organised into four main sections: Academic Liaison and Heritage Collections; Collections, Content & Discovery; Customer Services, and Planning & Resources. The Associate Directors together with the Director and the Deputy Director, form the Leadership Team, which meets regularly.

We are fully committed to staff development. There is an induction programme for all new members of staff, and a varied staff development programme delivered through a weekly training hour.

MUSEUMS & GALLERIES

Garstang Museum of Archaeology

The Garstang Museum of Archaeology has one of the most important collections of objects in the UK and reflects the long history of research into Archaeology at The University of Liverpool. The museum is a unique teaching and research resource with a collection that includes objects excavated in Egypt, the Aegean, Sudan, Jericho, Anatolia and Great Britain. Archaeological collections and archive materials are used in undergraduate and postgraduate teaching and research.

Victoria Gallery & Museum

The Victoria Gallery & Museum is housed in the Victoria Building, a Liverpool landmark which is a work of art in itself. Opened in May 2008 this Grade II listed building, designed by Alfred Waterhouse, has been a central part of University life for over a century and the building has now been carefully renovated and transformed into a public venue for all to enjoy.

THE LIBRARY

The University of Liverpool is one of the major civic universities and its Library is over 100 years old. There are two main libraries at opposite ends of the University Precinct and the book stock is in the region of 2 million volumes, there is also a large collection of e-books and journals.

Harold Cohen Library

This building was opened in 1938 as the main University Library. It now contains the main collections in science, medicine, engineering, veterinary science and dentistry. Off-campus there is a library at the Veterinary Teaching Hospital on the Wirral. A major refurbishment project was carried out in 2014.
Sydney Jones Library

The original building was opened in 1976, housing the main collections of arts and social sciences material and the Special Collections and Archives department. A major extension and refurbishment programme was completed in 2008. The Abercromby Wing opened in summer 2007 and refurbishment of the original library, now renamed the Grove Wing was then carried out.

ACADEMIC LIAISON & HERITAGE COLLECTIONS

Heritage Collections

Museums & Galleries

The section has a staff of 19 including 4 professionally qualified staff. The Head of Museums & Galleries reports to the Deputy Director, Libraries, Museums & Galleries.

The staff care for and display all the beautiful and bizarre objects from the history of the University, which stretches back over 130 years, through a series of permanent and special exhibitions and through national and international loans to other museums and galleries. They conserve and document the collections and associated archives ensuring they are available for exhibitions and as research resources within the University and beyond.

The section is responsible for the care, development and promotion of the University's heritage collections and its cultural activities, the promotion and use of these collections to benefit and enhance the University’s teaching and research activities, and the further development of the University’s engagement with the Liverpool City Region and its cultural life.

The section actively seeks out funding from a variety of sources to support conservation, collections management, exhibitions and digitisation projects.

The museums offer work placements to students that help them gain valuable career experience and benefit them in their degrees.

Special Collections & Archives (SCA)

The section has 7 staff, 5 professionally qualified staff, a mixture of Librarians and Archivists and 2 graduate library assistants. The SCA Manager reports to the Deputy Director, Libraries, Museums & Galleries.

The SCA section is responsible for the conservation, development and promotion of manuscripts, rare books and archives as research resources, within the University and beyond to the national and international scholarly community. The section promotes access to the collections through the creation of online catalogues, finding aids and guides. It also maintains and develops the role of SCA within the research and teaching programmes of the University by providing research support and tailored advice; and liaising with academic staff and students through both formal and informal channels.

The section actively seeks out funding from a variety of sources to support cataloguing, digitisation, collection development and preservation work. It also ensures the provision of high quality reading room and enquiry services. Underpinning all of these activities is the provision of stable and monitored environmental conditions in accordance, as far as possible, with BS 5454:2000, to ensure the long-term preservation of the collections.

As well as engaging with internal University stakeholders, SCA staff members are also involved in activities linked to a variety of external and professional organisations. These activities contribute to the University’s key priorities and also raise the Library’s profile within the profession and the wider research community.
**Academic Liaison (AL)**

Academic Liaison is responsible for providing effective liaison between the Library and the University’s academic community. It identifies and evaluates the information needs of this community and designs and delivers services to meet those needs. Within this remit is covered such activities as: securing value-for-money information resources for users; delivering high quality information literacy interventions both in-person and online; monitoring use of the Library’s collections; providing research support and tailored advice; and liaising with academic staff and students through both formal and informal channels.

Through the Repository Team, AL is responsible for: managing the University’s institutional repository and its links with the University’s central research support offices; promoting engagement with the Open Access agenda; and advising more generally on scholarly communications and related issues, such as copyright.

As well as engaging with internal University stakeholders, AL staff are also involved in many external professional organisations in order to share best practice and raise the Library’s profile within the wider profession.

**Manual Handling**

The post involves bending, stretching and the manual handling of loads up to 15kg. A system to control the risks is in place. The appointee will be required to complete a health questionnaire. Appointment will be subject to Occupational Health screening.
## PERSON SPECIFICATION

### Essential Criteria

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<th>Experience</th>
<th>Desirable Criteria</th>
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<tr>
<td>1.1 Proven experience of working in pressurised situations and meeting deadlines</td>
<td>Experience of working in a museum or similar organisation</td>
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<td>1.2 Practical experience of installing exhibitions and using power tools and other equipment</td>
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<td>1.3 Proven experience of handling a wide range of museum objects</td>
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<td>1.4 Experience of packing a wide range of items to museum standards</td>
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<td>1.5 Experience of maintaining security within stores and gallery spaces and being placed in a position of trust</td>
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<td>1.6 Experience of museum collections management systems and meticulous record keeping</td>
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<td>1.7 Experience of driving a van</td>
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### Education, Qualifications and Training

| 2.1 Educated to degree level                                                | Postgraduate degree in Museum Studies                                               |
| 2.2 Demonstrates a commitment to learning new skills and knowledge. Responds positively to opportunities to gain new experiences and improve own performance | Achieved or working towards the AMA                                               |
| 2.3 Clean driving licence                                                   |                                                                                     |

### Skills, General and Special Knowledge

| 3.1 Computer literate – Word, Excel, PowerPoint, Internet etc               | A good understanding of the University environment and priorities                  |
| 3.2 Knowledge of Health & Safety procedures including fire safety and COSHH |                                                                                     |
| 3.3 Works in a cost-effective manner. Makes efficient use of resources and adheres to financial rules and procedures |                                                                                     |

### Personal Attributes and Circumstances

| 4.1 A demonstrable interest in the Arts & Heritage sector                   |                                                                                     |
| 4.2 Excellent interpersonal and communication skills and able to communicate effectively and knowledgeably with colleagues and external partners and stakeholders |                                                                                     |
| 4.3 Demonstrates an ability to understand priorities, manage workloads effectively and consistently deliver good quality work on time |                                                                                     |
| 4.4 Enjoys working in teams and offers colleagues plenty of support        |                                                                                     |
| 4.5 Is co-operative and considerate to colleagues, visitors and external stakeholders |                                                                                     |
| 4.6 Contributes effectively and respectfully in meetings                   |                                                                                     |
| 4.7 Displays a commitment to fairness and equality for visitors and colleagues with a range of backgrounds and abilities |                                                                                     |
To apply for a Vacancy at the University you must register on the University of Liverpool E-Recruitment site, https://recruit.liverpool.ac.uk

If you have any queries relating to applying for a Vacancy please contact the Recruitment team by email – Jobs@liverpool.ac.uk

**Acknowledging your application**

Once you have submitted your application you will receive an automatic acknowledgement. Your application can be viewed at any time in the Application History section of your E-Recruitment Account.

**Outcome of applications**

Vacancies at the University often attract a large number of candidates and it is not always possible to respond individually to every application. If you have not heard from the recruiting department within 6 weeks after the closing date please take it that your application has not been successful.
Asylum & Immigration
The University will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Please be aware that you will be required to bring your passport (and visa if applicable) to interview so that it can be copied and verified by a member of the Selection Panel. For posts requiring a recognised degree level or equivalent qualification, and where there is no suitable UK or European Economic Area candidate, the University will take the necessary steps to secure UK Border Agency permission for a foreign national to take up employment.

Should a candidate require a Certificate of Sponsorship in order to take up a post they will need to meet the UK Border Agency Tier 2 Points Based Criteria. A self assessment tool can be found on the UK Border Agency website at: www.ukba.homeoffice.gov.uk/pointscalculator

A candidate may also be required to undertake an English Language test prior to commencing work at the University. Details of Home Office approved tests can be found at: https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests. Further information on the eligibility criteria for Certificates of Sponsorship can be found at: www.ukba.homeoffice.gov.uk/employers/points

National Insurance Number
All employed individuals must possess a UK National Insurance Number. Further information and how to apply for a unique National Insurance Number can be found at: https://www.gov.uk/apply-national-insurance-number

Diversity and Equality
The University of Liverpool is committed to diversity and equality of opportunity. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, caring responsibilities, colour, disability, employment status, gender, gender identity, marital status, nationality, race or ethnic origin, religion or belief, sexual orientation, socio-economic status or any other irrelevant distinction. Training is available to support career progression within the University.

Two Ticks Disability: Guaranteed Interview Scheme (GIS)
The University of Liverpool is committed to the employment of disabled people, and as part of our commitment, we guarantee to interview all disabled applicants who meet the essential criteria for a post and consider them on their abilities. If your disability prevents you completing the application form by the specified closing date, or when the vacancy closes early, due to a high volume of applications, please call the Recruitment Team to discuss alternative arrangements. http://www.liv.ac.uk/working/jobvacancies/guaranteedinterviewscheme

Micah Liverpool Programme
The University of Liverpool supports the Liverpool Anglican Cathedral Micah Liverpool Programme. Applicants who have successfully completed the programme and meet the essential criteria for the post will be offered a guaranteed interview. Please note that individuals will be confirmed through the Micah Liverpool Programme directly. http://www.liverpoolcathedral.org.uk/home/micah-liverpool.aspx

GiveGetGo Volunteer Programme
Applicants who have successfully completed the GiveGetGo Volunteer Programme at the University in Partnership with the Transform Lives Company who meet the essential criteria for the post will be offered a guaranteed interview. Please note that individuals will be confirmed through the GiveGetGo Volunteer Programme directly. https://www.liverpool.ac.uk/working/jobvacancies/givegetgo/

Accessibility
If you require copies of documentation in alternative formats, for example, large print or Braille, please contact jobs@liverpool.ac.uk or telephone 0151 794 6771.
If you have any other requirements which will help you access the application or interview process or employment opportunities at the University of Liverpool, please let us know by contacting jobs@liverpool.ac.uk or telephone 0151 794 6771.

Pension
Information about The Occupational Pension Scheme associated with this appointment can be found here. You are encouraged to familiarise yourself with the full particulars of the scheme.