

# Job Description

## Hengistbury Head Assistant Curator

Role Profile	Operational – BCP
Service/Team	Environment
Reports to	Curator
Responsible for	Volunteers, students
Number of posts	1
Post number	
Career Grade	N/a

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by providing a high-quality visitor experience at Hengistbury Head by managing and curating the archaeological and ecological collections for visitors.**

### Job Overview

To manage and curate the archaeological collections at Hengistbury Head Visitor Centre to SPECTRUM standard including maintaining records and cataloguing artefacts, ensuring the collection is properly preserved and displayed. Support the visitor centre operation and work closely with Countryside staff and volunteers.

### Key Responsibilities

- Collate, record and maintain a digitised catalogue of artefacts in MODES and organise the storage of the collections and archives.
- Conduct a rolling programme of digitisation and 3D modelling of collections using the MODES database and displaying data open-access on the centre website.
- Train volunteers and placement students in the handling, documentation, and digitisation of our collections.
- Work with the lead curator to explore grant funding opportunities to further digitise and make accessible our collections.
- Maintain a register of acquisitions and deaccessions in line with collections management procedures and policies and review alongside SPECTRUM guidance.
- Maintain records of collections use and movement.
- Maintain and evaluate environmental controls in the collections room and on a case-by-case basis. Conduct a rolling programme of housekeeping and pest management in the collections room and in display cases.
- Maintain interpretation displays and develop new ones, both permanent and temporary.
- Monitor the condition of archaeological material and create annual condition reports as required on all displayed objects.
- Prepare new Natural Science Specimens for display on the artefact handling table and update them every 6 months.
- Deliver hands-on events, activities and workshops as part of an overall education programme focused on the Visitor Centre Collections.

- Support the Visitor Centre volunteers, events, and Countryside Teams, including opening and closing the centre.
- Provide information for the media, the website, social media and in response to general enquiries from the public and specialist enquirers

### **Specific Qualifications and Experience**

- Postgraduate qualification in Cultural Heritage Studies, Postgraduate qualification in archaeology or archaeological science with a human osteology component or equivalent experience
- Demonstrable experience of documentation of museum collections, including audits to SPECTRUM Standards
- Experience of collection-based research
- Experience in using Collection management systems – Modes Complete in particular
- Knowledge of collection management and standards, inclusive of SPECTURM and the DCMS guidance for the care of human remains in museums
- Knowledge of relevant health & safety regulations and procedures
- Customer service experience in a visitor centre or similar setting

### **Personal Qualities & Attributes**

- Excellent verbal and written communication skills
- Excellent time-management skills and an ability to undertake multiple tasks through to completion, sometimes working to tight deadlines
- Good interpersonal/communication skills
- High degree of competence in using Microsoft Office and Modes software
- Strong attention to detail with the ability to undertake methodical tasks to a high degree of accuracy
- Able to use own initiative

### **Job Requirements**

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.