



Job Description

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| Title: | Collections Digitisation Assistant |
| Reporting to: | Documentation Registrar (Project Manager) |
| Salary: | £20,350 |
| Terms: | Full time, fixed term until 31 st March 2022 |
| Areas of responsibility: | Working within the Collections Directorate as part of the Collections team, with responsibility for digitising, documenting and data-tidying for the Designated Works on Paper and Topographical views collection as part of the re-development of Birmingham Museum & Art Gallery. |

Accountabilities:

1. Assist the Project Manager in managing the NPO funded Rapid Digitisation Project
2. To take responsibility for undertaking the digitisation of 36,000 works from the Designated Works on Paper collection and topographical views collection
3. To take responsibility for undertaking the documentation of the collection to agreed standards and, of data-tidying as applicable

Responsibilities

1. To digitise all works on paper stored in the Hills Gallery, Birmingham Museum & Art Gallery and the topographical collection at the Museum Collection Centre to the agreed standard.
2. To document the collection to (Birmingham Museums Trust) inventory level standard including standardisation of documentation and ensuring the consistency of the data captured.
3. To carry out condition checking and maintain the safeguarding of objects in accordance with Benchmarks in Collections Care requirements.
4. Using the Museum resources, to solve numbering and misplaced data on the Collections Management System (KE EMu).
5. Working with Documentation Registrar, plan and implement data tidying procedure for volunteers and interns and do quality check of their data.
6. Responsible for day to day maintenance of the digitisation facility and equipment.
7. To liaise with other museum staff over the development and implementation the digitisation project

8. To manage Collections volunteers with the support of the Volunteer Coordinator
9. To respond as practicable to emergencies affecting collections across all BMT sites
10. To represent BMT through presentations, conferences, and serve on professional bodies / groups as appropriate
11. Maintain awareness of current local, national and international issues affecting museum services, and maintain awareness of good practice in the field of collections care, seeking to apply this as appropriate
12. To undertake any specialist and / or general training as required by the post
13. To work in compliance with BMT financial guidelines

All of the above is not an exhaustive list of duties and the postholder will be expected to perform different tasks as necessitated by their changing role within the organisation and the overall business objectives of the organisation.

| Person Specification | | |
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| | Essential Criteria | Desirable Criteria |
| Qualification | Degree in relevant discipline or demonstrably equivalent level of experience | Postgraduate museums studies qualification or equivalent experience Qualification in photography or equivalent experience |
| Experience and Knowledge | Experience in collections inventory or cataloguing using a collections management system to improve documentation Experience in digitising museum or archive objects Knowledge of collections care issues including handling and conservation | Experience in managing similar projects in the heritage sector. Knowledge and demonstrable experience of applying SPECTRUM standard in documentation and collections management. Knowledge of copyright issues. |
| Skills | Excellent organisational skills, ability to work with initiative, prioritise tasks and work to deadlines High level of accuracy, attention to detail and a methodical approach to work | Familiar with digitisation equipment and software |

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| | <p>Excellent verbal and written communication skills with the ability to communicate to a wide variety of people including volunteers</p> <p>IT literate and familiar with the use of MS office and databases</p> | |
| Aptitude | <p>Self-motivated and able to work independently as well as work co-operatively in a team and across the organisation</p> <p>Ability to adopt a flexible approach in a busy environment to meet the organisational target</p> <p>Enthusiasm for and knowledge of BMT collections and galleries</p> | Ability to manage volunteers and interns |
| Circumstances | Able to travel throughout the area to visit other BMT sites | |
| Safeguarding Children, Young People and Vulnerable Adults | <p>Fully understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</p> | |
| Equal Opportunities | | An understanding of and commitment to Equal Opportunities Positive and inclusive approach |

Purpose of this Job Description:

Birmingham Museums Trust (BMT) considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.