



**JEWISH  
MUSEUM  
LONDON**

**COLLECTIONS  
ENGAGEMENT  
ASSISTANT**

Application Pack

**Collections Engagement Assistant**

**APPLICATION PACK**

<b>HOURS:</b>	<b>Part Time;</b> four days per week (32 hours per week) <b>Fixed Term contract to 31<sup>st</sup> March 2023</b> Sunday 9am-5pm Monday 9am-5pm Wednesday 9am-5pm Thursday 9pm-5pm
<b>SALARY:</b>	<b>£21,000 per annum (full time equivalent)</b>
<b>LOCATION:</b>	<b>Camden Town, London NW1</b> Whilst some work from home may be possible this role is predominately based at the Museum
<b>REPORTING TO:</b>	<b>Senior Collections Engagement Manager</b>
<b>KEY RELATIONSHIPS:</b>	<b>Collections Officer</b> <b>Senior Learning Manager</b> <b>Operations Manager</b> <b>Learning Managers</b>
<b>ANNUAL LEAVE:</b>	<b>20 days, rising by 3 days after 2 years and then an additional 1 day per year to a maximum of 30 days</b> (This is the full time allocation, part time is worked out pro rata). <b>Plus bank holidays.</b>
<b>OTHER LEAVE:</b>	<b>Noted Jewish holidays when they fall on contracted working days.</b> <b>TOIL policy in place</b>

This application pack contains the following information:

## Table of Contents

<b>1. Summary Job Description</b> .....	3
<b>2. Main Duties &amp; Responsibilities</b> .....	4
<b>3. What the Museum Offers</b> .....	5
<b>4. Person specification</b> .....	6
<b>5. How to Apply</b> .....	7
<b>6. Equal Opportunities Policy</b> .....	8
<b>7. Jewish Museum Equal Opportunities Monitoring Form</b> .....	10

## 1. Summary Job Description

The Jewish Museum London has undergone substantial positive change over the past 18 months and is now looking ahead to an exciting new chapter in the run up to its 100<sup>th</sup> anniversary in 2032. With new leadership installed at both lay and staff levels and a consultation process about to begin for the development of a five and fifteen-year strategy the Museum is looking for a new temporary Collections Engagement Assistant to join our small team. The role will support all aspects of collections management, collections care and collections engagement, alongside general public engagement activities

Our Museum is made up of passionate and expert staff and a collection of over 40,000 objects which are both accredited and designated with Outstanding Status by Arts Council England. Our learning programmes hold multiple awards and our visitor feedback is consistently very high, however, we have much bigger ambitions than our current success. The Museum is looking to expand, in space, in profile and in audience reach. We are looking for someone passionate about museum collections, enjoys working on a variety of tasks, and is confident when engaging our visitors.

Reporting to the Senior Collections Engagement Manager the appointed candidate will have excellent interpersonal skills and will be responsible for supporting the care of the collection, leading tours and working in our Research Centre with volunteers and the public. With an eye for detail, the post holder will ensure our collection is always well cared for and that we find every opportunity to invite audiences to engage with the Museum.

## 2. Main Duties & Responsibilities

### **Collections Engagement**

- To co-ordinate a small group of collections volunteers, working on digitisation and collections care projects. This work will be done alongside the Learning and Engagement Assistant who holds overall responsibility for volunteers at the museum.
- To co-ordinate public research requests and host researchers in our Research Centre; to be the first point of contact and respond to research requests and enquiries, by telephone, email and letter, from researchers, students, media and the general public.
- To lead tours of the Museum spaces for pre-booked visitors
- To assist with small monthly 'spotlight' displays

### **Collections Care**

- To monitor the museum's environmental controls (e.g. light readings, humidity, pest control) and take responsibility for preventative conservation (e.g. store and display cleaning, preventative freezing of objects).
- To develop volunteer led collections care projects to help improve the storage and accessibility of the collection. This work will be done alongside the Senior Collections Engagement Manager who holds overall responsibility for Collections Care, and the Collections Officer.

### **Collections Management Assistance**

- To support the management of the Museum's collection database as we move from Adlib to Axiell Collections; to keep CMS records up to date, ensuring that we use inclusive language when updating.
- To develop volunteer led digitisation projects to help improve the online access of the collection. This work will be done alongside a full collections audit led by the Collections Officer, and supported by the Senior Collections Engagement Manager who holds overall responsibility for Collections Management.
- To add newly accessioned items to our CMS.

### **General collections assistance**

- To support the management of the Museum's established reference and picture libraries, including negotiating fees and permissions, and invoicing.
- Supporting loans in and out of the Museum to and from other collections and to ensure that appropriate procedures are in place for this purpose.

### **Other**

As part of a small team this role will also be trained as a Duty Manager for the Museum, as are most staff from Assistants, Managers and the Director. Whilst this role is not a designated duty manager, the training will ensure that we remain flexible in our staffing in case of staff sickness or work from home rota. Being a trained Duty Manager requires

- First aid training, Fire marshal training, Invacuation training, DBS check
- All training and checks are paid for by the Museum.

### **Collections as Part of the Wider Team**

- The Jewish Museum London is proud of our truly inter-departmental approach to work. This role will be working in particular with the Learning and Engagement Team to ensure the Museum's collection is embedded in the Museum's activities, including programming, social media and outreach work.

*This Job Description is subject to alteration in response to changes in legislation or the Jewish Museum London's operational procedures.*

### 3. What the Museum Offers

#### *The Role*

We believe that this is an exciting role at the Museum ideal for individuals who enjoy varied tasks, collections work and engaging with museum visitors. It is a chance to contribute to the work of the Collections team and gain experience across a range of disciplines. If you are looking for a role where you can apply your experience to an environment that is investing in core collections work, then this is an opportunity for professional growth. You will become part of an established and dedicated team who see the Museum not in terms of years but in generations.

#### *Support you will have in place*

- Dedicated support from the Senior Collections Engagement Manager with regular 1-2-1s, to set work programmes, track progress, and evaluate the impact of your work
- Support from the Collections Officer to identify and develop digitisation / collections care programmes
- Support from volunteer managers to recruit and manage a team of collections volunteers
- Support from the Engagement Manager to confidently lead public tours

#### *Being Part of the Wider Team*

The Jewish Museum London is proud of our truly inter-departmental approach to work. This role will be working alongside colleagues in both the Learning and Operations departments to support any Collections related work. 90% of our staff are trained Mental Health First Aiders and we have a generous annual leave policy in place, and staff-wide CPD development programmes.

#### *Further Information About the Museum*

- Website
  - <https://jewishmuseum.org.uk/>
- Museum Impact Reports
  - <https://jewishmuseum.org.uk/about-us/reports/>
- Annual Accounts
  - <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/1009819>
- Recent Press Releases
  - <https://jewishmuseum.org.uk/about-us/press-and-media/>
- Trustees
  - <https://jewishmuseum.org.uk/about-us/trustees/>

#### 4. Person specification

The below experience, knowledge and skills have been identified as key to this post. We recognise that applicants may not possess every item on this specification. Please note that we are instead looking for applicants with the broadest range of experience across the specifications.

##### *Collections Specific*

1. Experience of collections care, either through volunteering, paid employment or further study.
2. Demonstrable understanding of collections management standards
3. Demonstrable understanding and experience of using collections management systems. (The Museum currently uses Adlib and will be updating to Axiell Collections during 2022)
4. A demonstrable interest in the themes the museum collection covers

##### *Communication*

5. Demonstrable experience of engaging with the public
6. Demonstrable understanding of working alongside volunteers
7. Excellent written and verbal communication skills with both strong attention to detail and experience of public speaking
8. Ability to engage individuals from a wide range of backgrounds

##### *Part of a Team*

9. Ability to build strong internal and cross-departmental relationships and a flexible approach to working with others as part of a team
10. Ability to manage a range of tasks simultaneously
11. Demonstrable experience of ability to prioritise work effectively

##### *Skillsets*

12. Knowledge of one of the main topics of the collection which could include Jewish collections or studies of migration communities or social history collections.
13. Experience of creating content for social media/websites

**Please use your covering letter to explain to us why you are the right candidate for this job, using the above core specifications to guide you.**

## 5. How to Apply

The Jewish Museum London is proud to be an inclusive and diverse organisation both in terms of its staff, volunteers, trustees and audiences. We welcome applicants from all backgrounds and you don't have to be Jewish to work here. The Museum recognises the Equality Act and the named protected characteristics groups and welcomes applications from those candidates who are least represented within the museum sector.

This application pack was advertised from 15<sup>th</sup> March 2022.

### *To apply:*

- Deadline is **11pm Sunday 3<sup>rd</sup> April 2022**
- Apply through our **application form with your CV and Covering Letter**.
  - Follow the above hyperlink or visit the Jobs page on our website
- The candidates who appear from their application to best meet the person specification above will be invited to interview. It is thus essential that your cover letter speaks to these criteria
- Please also complete the equal opportunities monitoring form. The link to the online form is on the final page of this pack.

### *Interview Information:*

**First round interviews are scheduled to be held on Wednesday 13<sup>th</sup> April between 9am and 5pm. Interviews will be at the Museum and in person.**

- To assist us in arranging interviews, please inform us if you will be unavailable on this date. We will always look to accommodate those who can't make the scheduled date where possible.
- Please also indicate, at the time of application, if there are any restrictions on you taking up employment in the UK and, if so, provide details.
- First round interviews will be held by Adam Corsini, Senior Collections Engagement Manager and Emma Crew, Engagement Manager.

**Should second round interviews be held they are scheduled for Thursday 21<sup>st</sup> April 2022 between 8am and 11am. Interviews are expected to be held online.**

- To assist us in arranging interviews, please inform us if you will be unavailable on this date. We will always look to accommodate those who can't make the scheduled date where possible.

Interviewers will be confirmed when invited to interview.



## 6. Equal Opportunities Policy

### 1. Statement of Policy

The Jewish Museum endeavours to be an equal opportunity employer and has a policy for this purpose.

The aim of the policy is to ensure that no job applicant or employee receives less than favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, age, marital status, sexual orientation or disability or is disadvantaged by conditions or requirements which cannot be seen to be justifiable.

This policy covers all aspects of employment including vacancy advertising, selection, recruitment, training, conditions of service and reasons for termination of service.

To ensure that this policy is operating effectively and for no other purpose the Museum maintains records of employee's racial origins, gender and disability. The Museum will ensure that there is ongoing monitoring and analysis of such records to provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The Chief Operating Officer is responsible for the effective operation of the Jewish Museum's Equal Opportunities policy.

### 2. The Policy

#### 2.1 Vacancy Advertising

Wherever possible all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

All vacancy adverts will include an appropriate short statement on equal opportunity.

#### 2.2 Selection and Recruitment

Selection criteria (job description and employee specification) will be kept under constant review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

At least two people must be involved in the selection interview and recruitment process, and should have received training in equal opportunities. Reasons for selection and rejection of applicants must be recorded.

#### 2.3 Personnel Records

In order to ensure the effective operation of the equal opportunities policy and for no other reason a record will be kept of all job applicants' and employees' racial origins and disability.

Where necessary employees will be able to check/ correct their own record with regard to equal opportunities. Otherwise access to this information will be protected.

Such records will be analysed regularly and appropriate follow up action taken.

#### 2.4 Equal Opportunities and Volunteers

The Jewish Museum is committed to supporting and developing its volunteers and will apply the spirit of this policy to them.

#### 2.5 Visitors, Staff and Outreach

The Jewish Museum also seeks to provide equality of opportunity for service users of all backgrounds. Particular effort is made to reach the elderly, disabled and disadvantaged through its programme of outreach which includes educational programmes, talks and travelling displays.

Wherever possible efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the needs of disadvantaged and/or underrepresented groups.

### 3. General

The objectives of this Equal Opportunities Employment policy are

- To ensure that The Jewish Museum has access to the widest labour market and secures the best employees for its needs.
- Ensures that no applicant or employee receives less than favourable treatment and that wherever possible they are given the help they need to reach their full potential to the benefit of the Jewish Museum and themselves.

The cooperation of all employees is essential for the success of this policy. However, the ultimate responsibility for achieving the policy's objectives and for ensuring compliance with the relevant Acts of Parliament as well as the various codes of practice lies with the Jewish Museum. Behaviour against the spirit and/or the letter of the laws on which this policy is based will be considered a serious disciplinary matter and may in some cases lead to dismissal.

## 7. Jewish Museum Equal Opportunities Monitoring Form

We are committed to equal opportunities in our recruitment process. This form is not sent to the recruiting panel and has no part in the shortlisting process. The information you supply on this form will be kept confidentially and for the purpose of recruitment monitoring and provision of statistical data only.

Please follow this link to complete the Equal Opportunities Form for this post.

<https://forms.gle/9r4sgSaygGsyufKy8>

Please note this is optional.

Data protection: Information from this application may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them.

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