

JOB DESCRIPTION

JOB TITLE	Documentation Officer
GRADE	Band E
REPORTING TO	Curator
JD REF	BUSO129G

PURPOSE

Take responsibility for the documentation of Wirral's arts and museums collections: cataloguing and recording objects, updating records on the collections management system, and working to improve collections accessibility.

The Documentation Officer will play a key role in updating the records of the Wirral Transport Museum collections – compiling a detailed inventory of Museum assets, noting condition, value, location, dimensions, and existing documentation.

MAIN DUTIES AND RESPONSIBILITIES

- Support the Curator in documenting the collections of, and updating records relating to, Wirral Transport Museum, in preparation for the Museum's transfer to Big Heritage.
- Support to Curator in managing the collections management systems, accessions registers and physical & digital documentation, and tracking collection movements both within museum buildings and elsewhere, both within and outside Wirral Council.
- Support to Curator in managing the volunteer programme working with the collections, which may include student or work experience placements and being responsible for decisions on the deployment of volunteers in the completion of stores audits and repacking of collections.
- Undertake research on the collections to increase the level of documentation and develop initiatives to support collections research and dissemination of information.
- Assist with monitoring environmental conditions within museum buildings and the condition of work in museum collections, both on display and in store.
- Support the Curator in liaising with borrowing institutions, condition checking, preparation and packing for items being loaned from Wirral Museums collections. This includes assisting



in the identification of work for exhibitions and responsibility for all transport, unpacking, condition checking & monitoring and repacking work received on loan from other collections.

- Work with Risk Management to ensure audit and insurance documentation is complete and current.
- Support the Curator to ensure audit and insurance documentation is complete and current.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- Relevant degree or equivalent experience

Knowledge & Skills:

- Understanding of best practice in collection care and management
- Knowledge of SPECTRUM standards for museum documentation
- Excellent organisational skills
- Excellent verbal and written communication
- Excellent IT skills

Experience:

- Experience of handling, condition checking & packing art and museum objects

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- Relevant post-graduate or museums qualification

Knowledge & Skills:

- Knowledge of preventative conservation
- Knowledge of collections management softwareWillingness to acquire specialist knowledge of Wirral Museums collections

Experience:

- Experience of collections research
- Experience of liaising with range of individuals and organisations such as lenders, borrowers, insurers, conservators and transport agents
- Experience of managing volunteers

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough and work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

The post holder will be required to undertake any specialist and/or general training as required by the post.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

DATE OF APPROVAL: 13/04/2023

APPROVED BY: HEAD OF SERVICE: ANDREW MCCARTAN

A handwritten signature in black ink, appearing to read 'Andrew McCartan', with a stylized flourish at the end.