**Job Description – DOCUMENTATION ASSISTANT – LIVING BARRACKS PROJECT**

**The King’s Own Scottish Borderers Regimental Museum**

Salary: £18,000 pa

Reports to: Project Conservator, KOSB Museum

Location: Ravensdowne Barracks, Berwick

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OVERVIEW TEXT ON LIVING BARRACKS PROJECT

The Living Barracks project seeks to turn Berwick Barracks into a thriving cultural hub and visitor destination which will become a focal point for public life in Berwick. The project will deliver a new heritage and cultural offer within the Barracks, a new resource and learning centre, and series of units hosting artisan and craft businesses. The project will see the closure of the current regimental museum, and decant of its collections and archives to a temporary facility within the barrack complex. We are looking to engage a Documentation Assistant to assist in the process of auditing, packing, and re-locating KOSB collections as part of the museum decant.

This will be a temporary role, running for the duration of the Development phase of the Project, which is planned to be 12 months. There may be the opportunity of re-engagement for the subsequent Delivery Phase.

You will be based in the Barrack complex at Berwick, working with the KOSB Museum Officer and Project Conservator.

**Overview of role**

You will support the KOSB museum officer in completing a 100% audit of KOSB collections and archival material on display and in store. You will transfer catalogue data from current records to the MODES system, and append further catalogue and media as agreed with the museum officer, project curator and project conservator. You will be responsible for all movement control and location records during the decant of the current facilities to temporary storage. You will work with the museum officer to provide ongoing access to the collections for research and conservation purposes.

**What you’ll be doing as part of the team**

1. To be the day to day advocate for the documentation of collections during the project.
2. Work with KOSB team to complete a 100% audit of museum collections, verify prior to decant.
3. Track and rectify errors uncovered through audit work.
4. Work with KOSB team and project Curator and Conservator, to enhance catalogue entries on the MODES management system, including revised object descriptions, media and conservation records.
5. Plan and implement documentation procedures for object de-cant and relocation in temporary stores.
6. Accession new material as required.
7. Work with and maintain excellent working relationships with colleagues in the KOSB team (including volunteers), multi-partner museum team and all project contractors.

In addition to the above responsibilities, you’ll also ensure, so far as is reasonably practicable, a safe and secure work environment that does not place people, property, assets, reputation or finances at risk. You’ll demonstrate compliance by completing appropriate risk assessments and ensuring the maintenance of your, and where appropriate your team’s, training records.

Occasionally we may need to review a job description to incorporate any changes or other duties needed for the role as identified by the line manager.

We’re also committed to providing equality of opportunity so if you have a disability, we would be happy to discuss reasonable adjustments to the job with you.

**Working hours**

Mon-Fri 0930-1630hrs with 1 hour for break time. 30 hours a week.

**Holiday**

Pro rata 25 days a year plus 8 UK bank holidays.

**Pension**

There will be a contribution to pension within a NEST scheme.

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| **Who We’re Looking For** |
| **Essential Experience** |  |  |
|  * Experience in implementing documentation procedures (preferably within a museum or complex stores setting).
* Experience of working to tight project timelines.
* Experience of working with a range of heritage professionals.

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| **Essential Skills / Knowledge / Qualifications** | **We’d also like to see** |
|  * Experience in using object management systems, (preferably MODES).
* Computer literate with knowledge of databases, Excel and Word
* Able to lift objects and confident working on ladders and scaffolding and in confined spaces
 | * Full UK driving license
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| **Essential Behaviours**  | **We’d also like to see** |
| * Attention to detail.
* High standards of organisation and efficiency.
* Good communicator, self motivator and team player.
* Good self awareness: strong sense of personal strengths and weaknesses and of impact on others
* Systematic approach to detailed challenges.
 | * An understanding and empathy for the armed forces and its veterans
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| Additional Circumstance to Consider |
| Some travel to other locations may be required. |