



JOB DESCRIPTION

DOCUMENTATION ASSISTANT – LIVING BARRACKS PROJECT

THE KING'S OWN SCOTTISH BORDERERS' REGIMENTAL MUSEUM

Salary: £18,000 per annum, pro rata
Reports to: Project Conservator
Location: Ravensdowne Barracks, Berwick

THE 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 center, and series of units hosting artisan and craft businesses. The Project will see the closure of the current King's Own Scottish Borderers (KOSB) Regimental Museum and the decant of its Collection and Archive 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 the KOSB Collection and Archive during the decant process. This is a temporary role, running for the duration of the development phase of the Project, which is planned to finish at the end of May 2024. There may be the opportunity of re-engagement for the subsequent delivery phase of the Project.

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

OVERVIEW OF ROLE

You will support the KOSB Museum Officer, Project Conservator, and other team members in completing a 100 per cent audit of the KOSB Collection and Archive 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 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 Project Conservator, and other team members to provide ongoing access to the Collection and Archive for research and conservation purposes.



SPECIFIC RESPONSIBILITIES

1. To be the day-to-day advocate for the documentation of the Collection and Archives during the project.
2. Work with the KOSB Museum Officer, Project Conservator, and other team members to complete a 100 per cent audit of the Collection and Archives prior to decant.
3. Track and rectify errors uncovered through audit work.
4. Work with the KOSB Museum Officer, Project Conservator, and other team members, to enhance catalogue entries on the MODES management system, including revised object descriptions, media and conservation records.
5. Maintain existing documentation procedures for object decant and relocation in temporary stores.
6. Accession new material as required.
7. Work with and maintain excellent working relationships with colleagues within the KOSB Museum team, including volunteers, other Living Barracks Partner organisations and relevant project contractors.

In addition to the above specific responsibilities, you will 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.

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

30 hours a week, Monday to Friday 0930-1630 with 1 hour for break time.

HOLIDAY

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

PENSION

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



WHO WE ARE 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.

ESSENTIAL SKILLS, KNOWLEDGE AND ABILITIES

- Experience in using object management systems, (preferably MODES).
- Computer literate with knowledge of databases, Excel and Word.
- Ability to lift objects and confident working on ladders and scaffolding and in confined spaces.

WE WOULD ALSO LIKE TO SEE

- Full UK driving license.

ESSENTIAL BEHAVIOURS

- 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.

WE WOULD ALSO LIKE TO SEE

- An understanding and empathy for the Armed Forces and its veterans.

ADDITIONAL CIRCUMSTANCE TO CONSIDER

Some travel to other locations may be required.