

Culture Coventry



JOB DESCRIPTION

Post Title:

Collection Care Technician

Department:

Collections and Learning – Coventry Transport Museum

Reports To:

Curator of Motorised Vehicles

Aim:

Reporting to the Curator of Motorised Vehicles you will be part of the team that displays, stores, moves and conserves the museum's collections. This requires conservation of the static and display collections to museum standards and sympathetic maintenance of the running collection.

Responsibilities:

1. Working within the collections care team and with museum curators, you will ensure that items on display and in store are cared for to the high standards expected of objects in a collection that is of designated status and national importance.
2. Under the supervision of the Curator of Motorised Vehicles and working within the collections care team you will be responsible for the day-to-day conservation of the collection, which includes cycles, motorcycles, cars, large commercial vehicles and smaller objects relating to the motor industry.
3. Working with your collections care colleagues and volunteers, you will carry out conservation and restoration work, when directed by the Trust's Management.
4. You will keep detailed and accurate records of all conservation work carried out on the collection using the Trust's computer database.
5. When required, you will be expected to attend training courses to ensure that you have up to date specialist knowledge relating to the conservation of the Trust's collections.
6. You will assist in the running, maintenance and ongoing improvement of the Transport Museum stores and workshop, to standards expected of a museum collection of designated status.
7. You will be required to carry out a variety of maintenance tasks on vehicles in the Trust's running collection in preparation for external use and events.
8. You will assist in the building and installation of displays in the Trust including preparing, transporting and installation of artefacts to recognised museum standards.
9. You will provide a professional and informed customer care service to the general public, owners clubs, vehicle owners and

other interested parties.

10. You will ensure that appropriate Health and Safety regulations are complied with at all times particularly in regard to the use of machinery, tools and specialist materials and maintain a clean and safe working environment.
11. You will ensure the running vehicle collection is maintained to comply with relevant current road transport laws, while at the same time ensuring that the vehicles historic integrity is maintained.
12. As part of the Trust's promotion activity you will support the Trust at events and shows, which may sometimes take place at weekends and holidays.
13. You will work with and supervise volunteers at the museum on restoration, conservation and other Transport Museum projects
14. At all times ensure that working practices are in line with the requirements of Culture Coventry's Health and Safety Policy and generally seek to ensure the safety of Culture Coventry's employees and visitors.
15. Any other duties that fall within the scope and spirit of the post.

NB. The nature of the post may require a commitment to Culture Coventry outside of normal working hours (e.g. weekends, evenings, Bank Holidays, etc.). Time-in-lieu will be granted for such hours worked.

A driving licence, to ensure the most efficient contact with external bodies and support Culture Coventry's external events policy, will be essential.

Post holders will be accountable for carrying out all the duties and responsibilities with due regard to Culture Coventry's Health and Safety and Equal Opportunities Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

<p>Qualifications / Knowledge And Experience</p>	<ul style="list-style-type: none"> • A knowledge of the types of conservation work carried out in a museum of road transport and a willingness to develop that specialist knowledge. • A detailed knowledge of the workings of modern and historic vehicles and related objects. • Experience working on the conservation, restoration and maintenance of historic vehicles. • A current driving license is essential. • Experience of working in a Heritage Environment. • A HGV and PSV license would be useful. • Knowledge of the history of British road transport. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p>Education</p>	<ul style="list-style-type: none"> • Qualifications in Maths and English to a secondary education level. • A recognised qualification in the field of motor vehicle maintenance/repair and/or museum conservation. • Evidence of additional training relevant to this role. 	<p>E</p> <p>D</p> <p>D</p>
<p>Special Requirements:</p>	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. • A driving licence and good record of driving competence is essential to fulfil the requirements of the post. 	