

£22,575.95-28,356.80 per annum

CCT042

01.04.2024

Collections

37 per week

We are looking for a Collections Officer to support the ongoing care of the collections managed by Culture Coventry Trust on behalf of Coventry City Council. Culture Coventry operates the Herbert Art Gallery & Museum and Coventry Transport Museum, as well as two off-site stores, and the postholder will work across all sites.

Working as part of the busy Collections team, responsibilities will involve the management, care and documentation of the collections, which include social history, archaeology, natural sciences, visual art and transport.

A key part of the role will be supporting the relocation of collections from the current off-site stores to a new Collections Centre.

The main responsibilities are:

* To carry out ongoing collections management, care and documentation activities, working towards greater public access to the collections.
* To support collections review and rationalisation and the move from current offsite storage to the new Collections Centre.
* When required to work on projects as part of a project team.
* To work in a wider team with colleagues in collections, exhibitions & events, learning & engagement, and operations to facilitate access to collections and to ensure their care.

We are looking for a self-motivated team player with a professional and friendly manner and:

* Commitment to audience development and inclusive access to collections
* Good planning and organisational skills
* Experience of working with museum collections
* Knowledge of SPECTRUM and Accreditation standards

Closing date 1 April 2024

Interviews will be held on Friday 12 April. Come join our team & apply today!

Collections Officer

* Great development opportunities
* FREE entry to venues
* FREE health and fitness membership\*
* FREE health and fitness membership for a family member or friend\*
* FREE uniform for applicable roles
* FREE training for applicable roles
* DISCOUNTS on Centre activities\*

*(\*not applicable to casual workers)*

**CULTURE COVENTRY TRUST**

For the latest job vacancies and application details visit [www.cvlife.co.uk](http://www.cvlife.co.uk)

If you have any enquiries, please contact our Human Resources Team by emailing vacancies@culturecoventry.com