

£27,278.92 - £28,356.80 Pro Rata

 Per Annum

We are looking for a Collections Care Officer to support the management and care of the collections managed by Culture Coventry Trust on behalf of Coventry City Council, working across Coventry Transport Museum and the Herbert Art Gallery and Museum as well as two off-site stores.

This is a great opportunity to join the busy Collections team. You will have responsibility for ongoing collections management, including conservation, care, movement and documentation of stored and displayed items in the collections working towards greater public access to the collections.

A key part of the role will be the relocation of collections from the current off-site stores to a new Collections Centre. This will involve supporting rationalisation, carrying out condition assessments and preparing collections to move to the new Collections Centre as well as the future management and operation of the centre.

The main responsibilities are:

* To carry out ongoing collections management, care and documentation activities
* To support collections review and the move from current offsite storage to the new Collections Centre
* To supervise volunteers working on the collections move project

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

* Experience of working with museum collections
* Knowledge of and interest in care and conservation of collections in a heritage environment
* Practical skills for conserving and handling of museum objects
* Good planning and organisational skills
* Logical and thorough with attention to detail
* Good communication skills both written and verbal
* Knowledge of SPECTRUM and Accreditation standards

Closing date Monday 21 April

Interviews will be held w/c 5 May

There is some flexibility in working patterns, including start and finish times, which we would be happy to discuss with applicants.

**Collections Care Officer**

* Great development opportunities
* FREE health and fitness membership\* \*\*
* FREE health and fitness membership for a family member or friend\* \*\*
* FREE onsite parking at most sites
* FREE training for applicable roles
* DISCOUNTS on various Centre activities\*
* FREE entry to venues\*
* [Access to our Employee Benefits platform](https://cvlife.co.uk/wp-content/uploads/2024/06/external-HR-Employee-Benefits.pdf)

( ( \*\*The two benefits combined can be worth £1000!)

 (\*not applicable to casual workers)

CCT068

21st April 2025

Collections

18.5

Various

Culture Coventry