

Job Title:	Collections and Communications Assistant	Responsible to:	Visitor Services Officer
Hours:	13.25 hrs per week, fixed term to 25 th September 2027. One weekday (Tues- Thurs) 9am – 5pm and Sundays 11.30am – 5.15pm. May include occasional evening working.	Responsible for:	Volunteers
Location:	Ely Museum and occasional off-site events	Salary:	£25,799 pa pro rata (£13.23 per hour).

Overall purpose of the role:

To support the care, management and interpretation of the museum's collections, while also creating content to share information about the collections. You will be contributing to visitor services and income generation through regular work on the museum reception desk.

Collections Care and Management

- Carry out regular monitoring and care of the collections.
- Maintain ongoing collections documentation and accessioning.
- Undertake project work such as re-packing, supporting disposals work and other collections management tasks.

Visitor Services and Operations

- Welcome and orientate visitors to the museum.
- Encourage secondary spend in the museum shop.
- Deputise for the Visitor Services Officer when not present: open and close the museum, including quality and safety checks of galleries and facilities, and cashing up.
- Act as a keyholder for the museum building.
- Contribute to keeping the museum clean and tidy
- Work with the museum's small staff team to ensure the successful running of the museum, including occasional cover and working two Bank Holidays per year.
- Undertake other duties appropriate to the post, as directed by the Visitor Services Officer, Deputy Curator or the Curator.

Collections Research and Exhibitions

- Undertake collections research to support the public programme and exhibition design and interpretation.
- Support the Deputy Curator with exhibition design and delivery.



Communications and Engagement

- Provide collections related content for social media posts and other communications activity.
- Support the staff team with income generating activities such as set up for Aedwen room hire or learning sessions.

General Accountabilities:

- Work in compliance with the Codes of Conduct, Regulations and Policies of Ely Museum as well as their commitment to Equal Opportunities.
- Be responsible for own safety and not endanger that of colleagues/ visitors.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

Person Specification

Essential Criteria	Desirable Criteria
Understanding of the principles of professional care and documentation of museum collections	Experience of care and documentation of museum collections
Understanding of the principles of handling and packing museum collections	Experience of handling and packing museum collections
Experience of customer service	Experience of using museum collections databases
Excellent written and verbal communication skills	Experience of creating content for social media
Excellent attention to detail	Experience of being responsible for keys and/or money
Enthusiasm and a willingness to learn	
Honest and trustworthy	
A strong team player	

Additional Information

Ely Museum is an independent museum and a Charitable Incorporated Organisation. The Trust was formed in 1972 and the museum first opened to the public in 1975. Ely Museum moved from the High Street to the Old Gaol in 1997. The museum closed for a £2.2m NLHF funded refurbishment in September 2019 and reopened in May 2021.

The Museum tells the story of the landscape of the local area and the lives of the people who have lived there. Displays cover the Jurassic to the 21st century, in a hands-on and creative way. The newly built Aedwen room provides a light, flexible and inspiring space for teaching and learning. The Museum has full Accreditation with Arts Council England.