

# Assistant Curator (Natural Science) – Grade 6

## Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

The purpose of Museums and Galleries is to share amazing stories of past and present to inspire the future. The service helps people to understand their heritage through engaging with our collections so that they can develop a sense of belonging and pride which in turn inspires them to give back to our communities. Our sites are safe, happy, neutral environments in which people can be active; learn new things; look at the world differently; make friends; and give something back. The service makes an active contribution to the economic resilience of Kirklees by developing key visitor attractions and increasing access to collections and heritage through effective collections management and innovative programmes of exhibitions, outreach and digital development. This role provides support for core curatorial work for the service, ensuring professional collections standards are met.

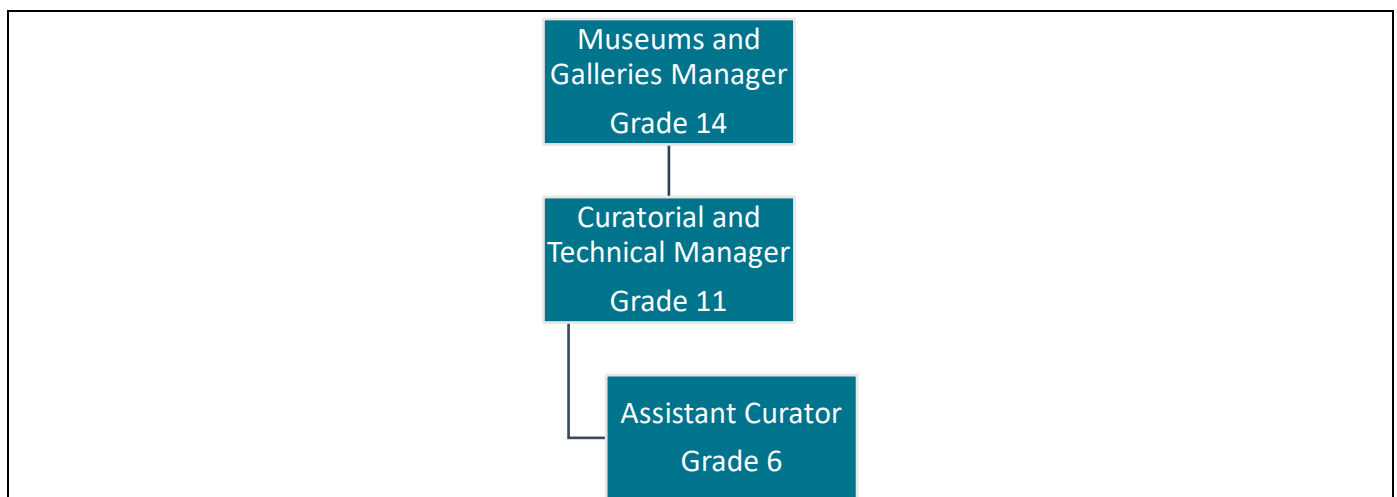
This role is based within Culture and Tourism. Find out more about [working for Kirklees](#).

## Key areas of responsibility

- As Assistant Curator of Natural Science, you will support the effective delivery of curatorial work for the service. You will provide subject expertise and information to teams across the service, enabling effective delivery of the busy and varied service program. You will monitor and report on performance measures regarding management of the collection to Accreditation standard with responsibility for updating the MODES documentation system.
- You will contribute to the safety and security of collections and play an active role in maintaining the required standards of all aspects of collections care. You will deliver public services relating to the collections, including the Research and Enquiry service, to a high standard, ensuring excellent customer care. You will support all aspects of Collections Management including care and conservation, documentation, and development of curatorial awareness across the service.
- You will work collaboratively and creatively with a range of partners to maximise access to the collections and raise its profile. You will support future developments including exhibition programs, collections rationalisation, development of the Digital Museum and community focused developments.
- You will work as part of the Museums & Galleries team contributing to the strategic direction of the service, the New Council priorities of Economic Resilience and Health and Wellbeing and you will support colleagues and projects as necessary.
- Your role will be shaped by the overarching requirements of all the jobs in the service:
  - Volunteer management
  - Relationship management
  - Marketing and Communications
  - Project Management
  - Customer Service

- Exhibitions & event organisation
- Care of the collections
- Supports the management of the MODES museum documentation system by inputting data and ensuring that Accreditation and other professional standards are maintained
- Supports all aspects of Collections Management including care and conservation, documentation, environmental monitoring, and curatorial awareness across the service
- Supports the implementation of the Collections Development Policy
- Supports the exhibition programs across the service ensuring that they are well planned, delivered to a high standard, accessibly interpreted, evaluated, and have maximum impact
- Contributes to the redisplay of permanent exhibitions and galleries
- Supports programs to increase engagement with the collections including volunteer development, outreach and the digitisation of the collections
- Co-ordinates and delivers identification days and talks to groups
- Co-ordinates services for researchers
- Operates systems relating to the collections including health and safety and emergency planning
- Contributes to effective performance management, providing reporting and analysis where appropriate
- Delivers to a high standard customer services relating to collections e.g. Media Archive, Reproduction Rights, Research & Enquiry service
- Promotes the collection in conjunction with Cultural Engagement Officer and Assistant
- Supports the wider Service as appropriate especially in relation to the installation and dismantling of exhibitions
- Please see your responsibilities related to safeguarding

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Able to demonstrate broad knowledge and interest in natural history, especially zoology.	Essential
Degree, professional vocational qualification or equivalent within a relevant subject area or equivalent experience	Essential
Experience of work with natural history collections	Essential
Understanding of the different barriers that people may face when trying to access or engage with natural history.	Essential
Ability to use database applications and to add data or update accurately.	Essential
Awareness of museum collections management issues.	Essential
Ability to share knowledge and enthusiasm for natural history with a range of audiences	Essential
Ability to work in project teams	Essential
Experience of effective contractor, volunteer and intern supervision	Essential
Experience of monitoring and reporting on performance management systems with an ability to demonstrate impact	Essential
Ability to communicate effectively with a range of people at various levels	Essential
Experience of working in partnership with a range of organisations/sectors	Essential
Understanding of New Council and how Kirklees Museums & Galleries contributes	Essential
Experience of operating systems and processes necessary to manage a complex programme of work	Essential
Ability to work flexibly to meet the needs of the service	Essential
Willingness to provide specialist support to the service as part of its response to collections/site emergencies, as appropriate	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty

- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#). DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

## For Office Use Only:

Job Category	Customer Services	Grading ID	65540
Job ID	80100414	Last Updated	March 2021
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Children & Adults	DBS Type	Enhanced & Barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR			