

JOB TITLE	Collections Development Assistant
TEAM	Collections Development Team
DIRECTORATE	Place
WORK BASE	Cultural Services- Lincolnshire Archives (and Museum sites)

This job brief sits alongside the job description for this role.

Key Objective – Primarily to work as part of the Collections Development assistance team based at Lincolnshire Archives, and when required, to support the service’s portfolio of heritage sites at Lincoln Museum, The Usher Gallery, The Museum of Lincolnshire Life, Lincolnshire Archives, Lincoln Castle, Discover Stamford and The Battle of Britain Memorial Flight Visitor Centre.

THE FOLLOWING TASKS ARE SPECIFIC TO THIS ROLE
CORE DUTIES
<ul style="list-style-type: none"> Regularly moving, retrieving, loading and unloading archival holdings (at heights in a repository environment). Accurately maintaining document issue and return registers for public access to archives. Ensuring security and collections care of archival holdings. Respond to enquiries and research requests as part of Lincolnshire Archives’ enquiry service. Operating reprographic and imaging equipment, producing digital and hard copy images, and applying appropriate pricing Assist with front of house duties by advising and assisting visiting researchers and service users Packaging, boxing, and supporting cataloguing tasks as outlined by Collection Development Officers and Preservation Officers.
OTHER
<ul style="list-style-type: none"> Inputting and analysing data using CALM and Modes collections management systems Running inventories and reports to support enquiries, analysis and report writing Undertaking collections research to support review and rationalisation Supporting digitisation workflows, applying digital preservation principles and storing images with appropriate metadata Contributing to service reporting and continuous improvement through accurate data, performance figures and record management Environmental monitoring, surveying storage and display areas, and analysing data Assisting with bespoke packaging, conservation cleaning and object maintenance under direction Operating, maintaining and calibrating imaging and technical equipment Completing collection checks and supporting the security of holdings Preparing collections for tours, delivering workshops and public access sessions Assisting with displays, exhibitions and online interpretation Contributing to digital content and social media