



Job title	Museum Documentation Officer	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Manuscripts and Special Collections, University of Nottingham Libraries	Location	University of Nottingham Museum, University Park Campus

Purpose of role

You will work as part of our small Museum team on a short-term project to enhance the documentation and organisation of the University of Nottingham Museum’s Samian pottery collection and archive. Your work will be instrumental in increasing awareness and discoverability of this important collection. Your primary focus will be to review catalogue data generated by a previous collection review by a Samian pottery specialist and to integrate it into the Museum’s collections management system (MODES). You will also create object descriptions based on this information, check and update object marking and labelling, and create a guide to the contents and organisation of the collection. You will also have the opportunity to learn from an external subject specialist in Samian ware who will act as a consultant on this project.

We welcome people from different cultures, ethnicities and beliefs and are currently working towards increasing the diversity of our department. Our city is well known and loved for its diversity and we would particularly encourage applications from those who are currently underrepresented in Libraries, such as racially minoritised people, to better reflect the diverse community we serve.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Review and update MODES with data generated by the Samian collection review and other Museum records</p> <ul style="list-style-type: none"> Integrate data into MODES; this will involve manual enhancement of existing records, creating new records and preparation and import of spreadsheet data using MODES tools. Create accessible object descriptions from the review data. Add associated media and captions to the MODES records (primarily scans of rubbings taken from stamps and decoration). 	35 %
2	<p>Care and management of collections and associated records in line with sector good practice and standards</p> <ul style="list-style-type: none"> Check documentation linking individual objects to the review records. Apply accession numbers from documentation to the objects. Undertake safe handling and movement of objects. 	30 %

3	<p>Review the organisation and packing of the collection, including the associated paper archive</p> <ul style="list-style-type: none"> Identify and implement improvements to packing, storage, and organisation of collections and information where required 	20%
4	<p>Enable use of collections through the Museum's programme, research and enquiries.</p> <ul style="list-style-type: none"> Produce guide materials summarising the contents and organisation of the collection, to support on-site use and future online provision 	15%
5	<p>Other</p> <ul style="list-style-type: none"> Any other duties appropriate to the role and level of the post. 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills • Good communication skills • Self-motivated. Able to work effectively on own initiative and with minimal supervision and as part of a small team. • Able to analyse and organise collections data • Excellent organisational skills • Engaged with professional development and enthusiastic about developing own knowledge of Samian pottery and the Museum's collection. 	
Knowledge and experience	<ul style="list-style-type: none"> • Demonstrative experience of museum collection management systems • Knowledge and experience of museum collections documentation, data organisation and management • Collections management experience, including object handling, packing, marking and labelling • Knowledge of SPECTRUM standards • Knowledge and experience of working with archaeological collections • IT skills including Excel • Written communication skills, including writing for specialist and non-specialist audiences. 	<ul style="list-style-type: none"> • MODES knowledge and experience • Knowledge and experience of working with Samian pottery
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • Archaeology degree or equivalent experience working with archaeological collections 	<ul style="list-style-type: none"> • Post graduate qualification in museum studies or archaeology or equivalent experience



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



