

**Derby Museums:**

**Reimagining with the City project**

**Project Assistant**

**Job description:**

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| **Reports to** | Laura Phillips, Head of Interpretation and Display |
| **Grade** | SC5 |
| **Salary** | £20098 - £24237 (pro rata) |
| **Hours** | 14 Hours per week (2 days) |
| **Contract** | 18 months from April 2024 |

**Job Purpose**

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| To provide support for the Reimagining with the CityNational Lottery Heritage Fund supported project and the project team.  This project will coproduce the redisplay of the Nature Gallery and Archaeology Gallery spaces at Derby Museum and Art Gallery and of the collections at Pickford’s House. These galleries have vast potential to tell fascinating stories that relate to and are developed with the widest possible audience. This project will broaden the voices and perspectives in our galleries, actively involving community partners and volunteers in decision-making. The project will produce significant change across two of our museum sites and within our stores. The detail of this change will depend on the coproduction process and the ideas of those involved.  To support all aspects of administration of the activity, materials and equipment needed for the project as part of the delivery phase at both partners. |

**Reporting**

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| **Reports to:** | Laura Phillips, Head of Interpretation and Display |
| **Responsible for:** | Closely working with the project team including staff and volunteers from Derby Museums. Responsibility for supporting trainees, project participants and volunteers. |

**Specific Responsibilities**

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| 1. To support in developing and delivering a coproduction project to better understand, interpret and display Derby Museum’s collection across two sites. 2. To support in the development and delivery of the project’s evaluation. 3. Work collaboratively with internal and external partners to enhance the care for and visibility of collections relating to Archaeology and the Natural World. 4. To support with the knowledge and skills development and supervision of the volunteers who support the project. 5. Support the collection and recording of data for, and the writing of, reports to the Project Steering Group, Staff, Funders, and other Stakeholders as required. To ensure that all relevant information relating to the project is effectively, accurately, and securely recorded and appropriately passed to colleagues as required. 6. To support with financial reporting via the National Lottery Heritage Fund portal. 7. To support with the development and delivery of displays and activities at Derby Museums and local community settings. 8. To consider and explore all opportunities for self-development during the project. 9. Actively participate in meetings and workshops, taking actions when needed. Specifically, to be responsible for recording accurate minutes of steering group and project board meetings. |

**General Responsibilities**

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| 1. Interact and cooperate with all team members across Derby Museums and its project partners. 2. Ensure that the principles of inclusivity and equality are evident in your behaviour and work with your colleagues, our users, and communities. 3. Work evenings and weekends when required. 4. Actively participate in the wider life of Derby Museums contributing to inter-disciplinary teamwork and projects, updating systems and processes, and undertaking other duties as requested. 5. Ensure compliance with all DM policies including the Health and Safety at Work Act 1974 and health, safety, safeguarding and security policies. |

**FOR COMPLETION BY SUCCESSFUL CANDIDATE**

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated.

Signature........................................................... Date..................................

Date created / updated November 2022

**Person Specification:**

**Project Assistant**

Short-listing and selection will be based on the criteria set out here.

Do make sure that your application fully demonstrates how you satisfy the points listed, drawing on your personal and work experience, education, and training.

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| **Qualities** | **Essential (E)**  **Desirable (D)** | **Identified by:**  Application (A), Interview (I), Test (T) |
| **1. Generic skills and experience** | | |
| Good communication and interpersonal skills, both written and verbal | E | AI |
| Skilled user of Microsoft Office, particularly Word, Excel and PowerPoint | E | AI |
| Highly organised, able to prioritise and work to tight deadlines. | E | AI |
| Have a focus on the needs of audiences and stakeholders. | E | AI |
| Display high levels of enthusiasm, flexibility, and commitment. An excellent team player. | E | AI |
| **2. Job specific skills and experience** | | |
| Skilled at managing electronic and manual administrative systems. | E | AI |
| Experience of monitoring finance and expenditure on projects. | D | AI |
| Experience of arranging, facilitating and minuting meetings. | E | AI |
| Experience of working in education and/or heritage/culture and/or community-based organisations or environments. | D | AI |
| Experience of working with projects that encourage participation and dialogue with stakeholders in the community. | E | AI |
| Provable experience of excellent organisational skills and planning. | E | AI |
| Experience of supervising and supporting volunteers | D | AI |
| Informed about current practice in creative collections use, public collections projects and co-production projects. | E | AI |
| Experience of documentation and collections care | E | AI |
| **3. Qualifications** | | |
| GCSEs (Maths and English included). | E | A |
| Commitment to continuous personal development. | E | AI |
| **4. Equalities** | | |
| Promote understanding of the benefits of diversity and demonstrate how you promote equality of opportunity. | E | A I |