

JOB DESCRIPTION

POST: Assistant Curator (Exhibitions Interpretation)

GRADE: 3A

DEPARTMENT: Museums

RESPONSIBLE FOR: Volunteers and Specialist Contractors as required

RESPONSIBLE TO: Project Curator (RCS Project Transform)

JOB SUMMARY

The Assistant Curator will be a key member of RCS Museum Team working on the delivery of the new Hunterian Museum Project, including the full re-display of the anatomy and pathology collection of 18th century anatomist and surgeon John Hunter (3,500 specimens) and the redisplay of RCS Museums' anatomy and pathology collections. They will employ excellent writing and science communication skills to author exhibition display text (labels, panels and AV), text for publications and collection catalogue entries. The post holder will also support the Project Curator in executing and delivering the return of RCS Museum collections to RCS's headquarters in Lincoln's Inn Fields in 2020/21, including associated collections management.

SPECIFIC DUTIES AND RESPONSIBILITIES

Hunterian Museum Design and Interpretation

To research and develop interpretive material for the new Hunterian Museum (due to open in November 2021), providing subject specialist knowledge in a bio-medical science and/or natural history, and undertake collections management related to the project.

- Research collections and subject themes for the new Hunterian Museum
- Undertake interpretation work for the new Hunterian Museum including researching and writing object labels, panel text, audio scripts and other interpretative material
- Research collections and subject themes and write copy for the new Hunterian Museum guide book
- Source images and arrange copyright permissions for interpretative content for the new Hunterian Museum
- Support Museum external design team through the provision of collections and subject specific information
- Undertake collections management including cataloguing and location and movement control using Adlib collections management system
- Provide object lists for designers and other contractors using Adlib collections management system
- Supervise temporary volunteers and/or researchers working on the Hunterian Museum Project

RCS Anatomy and Pathology Collection Interpretation and Display

- Undertake interpretation work for the new Anatomy and Pathology Resource Centre including researching, collating, reviewing, editing and updating existing interpretative material; writing content labels, panels, audio scripts, catalogue entries and AV material in collaboration with medical specialists
- Undertake collections management including cataloguing and location and movement control using Adlib collections management system

RCS Collections' Return

Support the return of the RCS Museum collections (including the Hunterian Collection; the Hunterian Museum Collection, RCS anatomy and pathology collections, the fine and decorative arts collection and part of the surgical instrument collection) to the new RCS Headquarters in Lincoln's Inn Field's or appropriate off site stores in 2020 / 2021.

- Undertake condition checks of collections pre and post moves
- Undertake location and movement control
- Undertake retrospective documentation
 - Create / improve records for currently uncatalogued / inadequately catalogued objects
 - Improve object location information

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

The Royal College of Surgeons of England is an Equal Opportunities Employer.

All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.

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ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education/Qualifications <ul style="list-style-type: none">▪ Undergraduate degree in bio-medical or natural sciences▪ Qualification in science communication or equivalent experience.	Education/Qualifications <ul style="list-style-type: none">▪ Relevant post-graduate qualification or publication history in subject specialist area related to the collections▪ Post-graduate qualification in Museum Studies OR AMA
Experience/Skills <ul style="list-style-type: none">▪ Interest in the History of Science and the communication of scientific ideas▪ Experience of working with museum collections▪ Subject specialist knowledge in a bio-medical / natural history field▪ Experience of writing and / or presenting science to a lay audience▪ Good research and organisational skills▪ Sound administrative aptitude, together with excellent IT skills including familiarity with standard Microsoft office applications.▪ Object handling▪ Good problem-solving skills	Experience/Skills <ul style="list-style-type: none">▪ Good knowledge of anatomical terminology▪ Experience of working with medical / natural history collections, or using them for research▪ Use of Adlib or similar collections database▪ Knowledge of SPECTRUM collection management standard▪ Experience of managing volunteers
People / Interpersonal Skills <ul style="list-style-type: none">▪ Excellent writing skills▪ Excellent communication skills	People / Interpersonal Skills <ul style="list-style-type: none">▪ Proven skills in science communication▪ Aptitude for using social media as an effective professional tool

The post holder will also need to demonstrate the following **values and behaviours**:

Diversity - we value ***diversity*** and treat each other with respect.

- I listen effectively and treat each person as an individual
- I value people with different skills, expertise and knowledge to myself
- I ensure that everyone I meet feels welcomed at the college
- I trust the people I work with and know they will work to their best ability
- I am inclusive and build good relationships with everyone I work with
- I take time to understand different views to myself for the sake of the college

Improvement - we seek continuous ***improvement***, and improvement requires change.

- I use my expertise to question, challenge and improve the way we carry out our tasks
- I identify opportunities to innovate and present ideas to improve our products and service
- I am open and positive to new ideas and ways of working which help the college
- I adapt to change positively
- I help my manager communicate change to others
- I learn from my mistakes and do things differently as a result

Responsibility - we take personal ***responsibility*** for all we do.

- I set challenging goals for myself
- I deliver what I say I will deliver
- I take informed decisions which are within my control and hold myself accountable for them
- I take initiative and am proactive in all I do
- I constantly work to the best of my ability
- I work with integrity in the best interests of the College and its priorities

Collaborative - we are ***collaborative***, both across the College and with our stakeholders across the world.

- I build positive relationships with the people I work with
- I work collaboratively with others to deliver exceptional performance
- I always work for the greater good of the College
- I highlight behaviours which are inconsistent with the College standards
- I consistently live the College values
- I involve others in key decisions I take at work

Prudent - we are ***prudent*** in our use of resources.

- I deliver excellent work and customer service with the resources available to me
- I am efficient with the resources I use
- I find effective solutions to problems
- I escalate issues quickly when resources are stretched
- I prioritise my work effectively
- I follow the rules at work so that I minimise risks to the College

Professional development - we are committed to personal **professional development** that benefits the individual and the College.

- I seek learning opportunities for my personal and professional development
- I support, encourage and help my colleagues to develop
- I put my learning into practice in my role
- I ask for regular and honest feedback on my performance and learn from what is said
- I create opportunities to share my knowledge within and across teams
- I know my areas of expertise and convey this with confidence to my colleagues

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.

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01st February 2019