

## **JOB DESCRIPTION**

<b>POST:</b>	<b>Museum Technician</b>
<b>GRADE:</b>	<b>2a</b>
<b>DEPARTMENT:</b>	<b>Museums</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>
<b>RESPONSIBLE TO:</b>	<b>Conservation Manager</b>

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## **JOB SUMMARY**

The Museum Technician works across multiple sites to support the functions of the Museums Department part of the Learning and Quality Directorate. The Museum collections include historically significant ACE Designated collections and modern Human Tissue Authority (HTA) licenced material. The post holder will work closely with conservation and curatorial staff to ensure that the collections are appropriately maintained. The work will include the fabrication of bespoke acrylic containers and wooden crates for storage and transport. It will also include the construction and maintenance of plinths, mounts and fittings for exhibitions and display.

The post holder will also be responsible for the day to day maintenance of the Hunterian Museum, the Anatomy and Pathology Resource Centre, the laboratory and the workshop area ensuring that store areas are appropriately supplied and maintained. The post holder will support both the public and professional learning and engagement activities of the Museum by coordinating set-ups and moving specimens and objects when required.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **1 Collections**

- To support collections work including loans, acquisitions and disposals by transporting or supervising the transport of specimens and objects.
- To move objects and specimens safely as required for conservation work
- To manufacture acrylic containers as required for specimen conservation
- To build crates and other items for the safe storage and transportation of museum objects and specimens.
- To assist with the care of objects from all the museum collections as required, including
  - the reorganisation of store areas,
  - the movement of heavy items including busts and sculptures,
  - the maintenance of clocks,
  - the hanging of paintings and case dressing for exhibitions
- To support conservation work by making up fluid preservatives
- To support emergency preparedness and disaster recovery.
- To coordinate external pest monitoring
- To monitor and report on museum pest traps
- To support environmental monitoring by collecting and downloading monitors from onsite and offsite stores

### **2 Supervision and maintenance**

- To supervise the work of contractors in the museums and associated areas.

- To carry out regular inspections of collections areas to check for incidents such as security breaches or flooding.
- To plan and implement conservation housekeeping of collections areas, including stores and work areas to ensure appropriate conditions for housing museum collections is maintained.
- To manage the general maintenance, presentation and cleaning of the Hunterian Museum, the Anatomy and Pathology Resource Centre and associated visitor areas.
- To be responsible for the general management of the machine room and equipment and to ensure safety procedures are complied with, both at the RCS and offsite work areas.
- To instruct and manage contract cleaning staff and to ensure standards of cleanliness are maintained.
- To undertake cleaning of specimen containers and inside showcases where museum collections are exhibited.
- To monitor and order materials and equipment for conservation and collections work as required.

### **3 Exhibition**

- To undertake the design, construction and/or repair of museum displays, plinths, object mounts and the fittings and furnishings of the museums and associated areas.
- To plan, design, fabricate, install and/or alter museum displays, object mounts and other fittings in the Hunterian and APRC, museum conservation laboratory and workshop and stores.
- To support temporary exhibitions by carrying out manufacture and maintenance including re-painting walls within the timeframe necessary.
- To undertake other work as required within the museums and associated areas including painting, wood and metal working.
- To liaise with contractors and suppliers over the procurement of materials required.

### **4 Engagement**

- To set up furniture, equipment and other materials as required for handling museum objects for all events in the Hunterian Museum and the Anatomy and Pathology Resource Centre
- To move specimens from the Anatomy and Pathology collections for use in courses, workshops and other events in the licenced rooms at the RCS and within the Anatomy and Pathology Centre following HTA regulations.
- To move specimens and objects from museum collections for public events in the Hunterian Museum.
- To oversee the transport of specimens and objects for offsite events run by the Learning and Events teams.

### **General**

- The post-holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.
- The post-holder is expected to undertake such duties appropriate to the grade, as required by the Conservation Manager and the Director of Museums.

**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.

#### PERSON SPECIFICATION

**POST:** Museum Technician

**GRADE:** 2a

**DEPARTMENT:** Museums

**RESPONSIBLE FOR:** N/A

**RESPONSIBLE TO:** Conservation Manager

All of the following are essential unless otherwise stated.

#### Qualifications

- Level 3 vocational qualification or equivalent in a relevant technical discipline (acrylic/wood/metal working), including the production and reading of technical drawings and certification of training in the use of workshop machinery.
- Vocational qualification in museum conservation/laboratory technical support **(Desirable)**

#### Experience and Skills

- Experience of acrylic, wood or metalwork design and construction, including practical experience of use of power tools and fixed workshop machinery
- Experience of work in a museum or laboratory setting, including familiarity with **either** the safe handling and conservation requirements of museum objects, **or** with the handling/storage of standard laboratory chemicals and equipment.
- Experience of using Microsoft Office software, including Word and Outlook.
- A sound understanding of safe practice in a workshop/laboratory environment, including awareness of Health & Safety issues and the ability to translate this experience through the assessment and management of risk in existing and new areas of work.
- This post involves movement of heavy objects, working at height and use of power tools and machinery in a workshop environment.
- Experience of handling human or animal tissues in a museum or laboratory context, and of working in Human Tissue Authority licensed premises. **(Desirable)**
- Experience of the design and construction of museum displays and object mounts, or of the design and construction of displays or shop fittings in a commercial environment. **(Desirable)**
- Experience of working with artworks and in the safe packing, handling and hanging of valuable/fragile objects. **(Desirable)**

#### People and interpersonal skills

- An ability to work as part of a team.
- An ability to communicate effectively with external contractors and colleagues at partner organisations.

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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**July 2019**