



Job Description

Job Title:	Curator of Archaeology
Responsible to:	Head of Collections
Responsible for:	Curatorial Assistants Volunteers Work Placements External Contractors and Suppliers
Liaises with:	All internal colleagues External Contractors and Suppliers External partners

The Job

The purpose of the job is to:

- Ensure that the Archaeology Collection is creatively displayed, researched and interpreted, highlighting the contemporary relevance of the collection and its connection to the local area.
- Lead the care and collections management of the Archaeology and World Cultures collections, and work with colleagues to deliver exhibitions, displays, digital content and events.
- Work collaboratively with colleagues, communities, creative practitioners, specialists and business to create a diverse, engaging and enjoyable range of activities that promote ownership and knowledge of the Archaeology Collection.
- Champion access to and engagement with the Archaeology and World Cultures collections.

The Bigger Picture

You will:

- Initiate and deliver activities focusing the Archaeology collections, working collaboratively with colleagues, creative practitioners, specialists and communities to develop exhibitions, displays, workshops, events and projects that increase engagement with and understanding of the collection.

- Develop the Archaeology collections through collaboration, research and strategic acquisitions in line with the Collections Development Policy and Archaeological Archives Deposition Policy, including identifying resources to facilitate the acquisition of objects within this area and contributing to funding applications.
- Ensure that knowledge and understanding of the Archaeology and World Cultures collections is embedded throughout Sheffield Museums.
- Contribute to and deliver against Sheffield Museum's strategic plan with specific reference to the Archaeology and World Cultures collections.
- Facilitate access to the Archaeology and World Cultures collections through loans, digital platforms, publications, research, enquiries and by participating in subject specialist and community networks.
- Contribute to decolonising Sheffield's collections through research, (re)interpretation and display. Working in collaboration with diaspora communities, individuals and groups with specialist expertise, academics, students and volunteers in order to support Sheffield Museums to create more representative and culturally inclusive displays.
- Develop and deepen connections with communities, broker relationships and inspire people to get involved and participate and ensure Sheffield Museums provides a vital and relevant service to the city's population.
- Develop and embed a network of volunteers who can undertake collections interpretation, research and documentation.

The Day to Day

You will:

- Manage all aspects of Archaeology and World Cultures collections documentation using both manual and digital processes, including tackling historic backlogs, accessioning objects, data entry and digitisation of collections to Accreditation standards.
- Oversee the management and processing of archaeological archives in line with Sheffield Museums' Archaeological Archive Deposition Policy.
- Work with curatorial colleagues to implement Sheffield Museum's Collections Management Plan and contribute to the Sustainable Collections Policy, ensuring storage, security, environmental monitoring and movement of the collections are undertaken to Accreditation and SPECTRUM 5.1 standards.
- Work with local and regional colleagues, community participants and volunteers to initiate collections projects that include both the active development and rationalisation of the collections.
- Act as a representative and advocate of Sheffield Museums and liaise with external stakeholders and partners including but not limited to universities, community and interest groups, creative practitioners, businesses and specialist network agencies, taking the opportunity to promote fundraising where appropriate.

- Explore and assist with securing resources to support the development of and engagement with the Archaeology and World Cultures collections.
- Be responsible for your own safety, the safety of colleagues and visitors, taking all appropriate measures required to maintain the security and safety of collections, buildings and people.
- Be available for out of hours emergency call out at all sites as required.
- Undertake any other reasonable duties that may be required by the post holder.

Person Specification

Job Title: Curator of Archaeology Department: Collections				
	Essential	Desirable	Method of Assessment	Shortlisting Criteria
Qualifications & Training				
Educated to degree level or equivalent qualification in an arts/humanities /heritage subject	✓		AF/C	✓
Postgraduate qualification in Museums Studies or AMA		✓	AF/C	
Experience				
Experience of curating Archaeology collections	✓		AF/I	✓
Experience of managing the Archaeology archive deposition process		✓	AF/I	
Experience collaboratively developing and delivering engagement activities, including displays, exhibitions and events, that appeal to a range of audiences	✓		AF/I	✓
Experience in research and collections management	✓		AF/I	✓
Experience coordinating and delivering arts/cultural heritage participation projects for a variety of groups		✓		
Experience working collaboratively with colleagues and multi-disciplinary teams	✓		AF/I	✓
Experience of working on a range of tasks to tight deadlines	✓		AF/I	✓
Experience building networks with communities, businesses and specialists	✓		AF/I	✓
Experience of working with volunteers		✓	AF/I	
Knowledge				
Excellent knowledge of British Archaeology	✓		AF/I	✓
Awareness of the sensitivities and issues surrounding the care and management of World Cultures collections		✓	AF/I	
Computer literate with knowledge of Microsoft Office and Excel	✓		AF/I	✓

Understands the needs of different audiences when developing engagement activities and what may act as a barrier to different people participating	✓		AF/I	✓
Awareness of health and safety issues	✓		AF/I	✓
Knowledge of current trends in curatorial practice		✓	AF/I	
Knowledge of digital opportunities and platforms		✓	AF/I	
Good working knowledge of collections management databases	✓		AF/I	✓
Skills				
Project Management skills		✓	AF/I	
Excellent organisational and administrative skills with the ability to prioritise and manage multiple projects simultaneously	✓		AF/I	✓
Ability to make specialist knowledge of interest and relevance to a wide range of people	✓		AF/I	✓
Excellent written and verbal communication skills	✓		AF/I	✓
Ability to plan and carry out effective evaluation		✓	AF/I	
Behaviours				
An adaptable and pragmatic approach to work that supports the success of the organisation	✓		AF/I	✓
Evidence of initiative and creativity; the ability to come up with exciting and inspiring ideas and to follow them through to delivery and evaluation	✓		AF/I	✓
Flexible approach to working hours	✓		AF/I	✓
Ability to work on own initiative and within a team	✓		AF/I	✓
Highly motivated and quality conscious	✓		AF/I	✓
Additional requirements of the role				
Willingness to work across all sites as required.	✓		AF/I	✓
Be available for out of hours emergency call out at all sites as appropriate	✓		AF/I	✓
Advocate on behalf of the Trust to support our fundraising objectives, promote our work and signposting supporters to donation channels, as appropriate.	✓		AF/I	✓

AF = Application Form

I = Interview (This may include a presentation or test)

C = Certification

Date Reviewed	7/12/23
Reviewed By	SB