

JOB DESCRIPTION



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| Job Title | Museum Technician | Duration | Fixed term to end September 2024 |
| Division | Collections Care & Access | Hours/FTE | Full-time (36 hours per week) |
| Dept | Blythe House Decant | Salary | £26, 217 per annum |
| Reports to | Project Technical Team Manager | Direct Reports | N/A |

Context

The Victoria and Albert Museum is currently working towards its largest ever move of over 250,00 objects, an estimated 915 archives and associated library collections. The post is based between Blythe House in Kensington, and the new V&A East Storehouse in Stratford, East London where you will be working as part of a dedicated decant technical team. The role offers an excellent opportunity to work on a large-scale collection move project and to develop your experience of collections packing, handling, and storage.

This post will work with the V&A Collections, V&A East Project teams and external transport contractors delivering the collection moves. It will support the Blythe House decant project collection moves programme to enable the successful installation of collections at V&A East Storehouse.

Flexible working, including early mornings or late evenings and occasional weekend working may be required during the move period, estimated to start in June 2023 and complete in June 2024.

Main Purpose of job

This post will provide support to the Project Technical Team Manager and play an important role in ensuring that our collections are safe to move, and safely installed. You will work closely with the wider decant team ensuring the secure and accurate location control of objects moving across sites. Your work will be hands on with collections, working across a wide range of objects and using various specialist equipment to ensure best practice.

This essential work will help confirm that our collections are safely handled at all stages of the transport and installation phase. You will work with transport contractors, collaborating on complex object handling, decant and installation moves, as well as supervising and providing guidance on collection handling and packing queries. You will be responsible for updating records accurately utilising the museum's collection management system (CollectionsIndex+) and Barcode tracking system (ProCloud).

Key Responsibilities

To contribute to planning and preparing collections with Project Technical Team Manager for transport contractors to pack and move. For large, complex, sensitive, and vulnerable objects by preparing, packing, and moving museum collections using the core technical services skills and best practice for handling, packing objects, using access equipment and tools, plus any additional specialist skills the museum may require. Also using spreadsheets and software to ensure accurate location control by using CMS and the Museum's barcoding system (ProCloud).

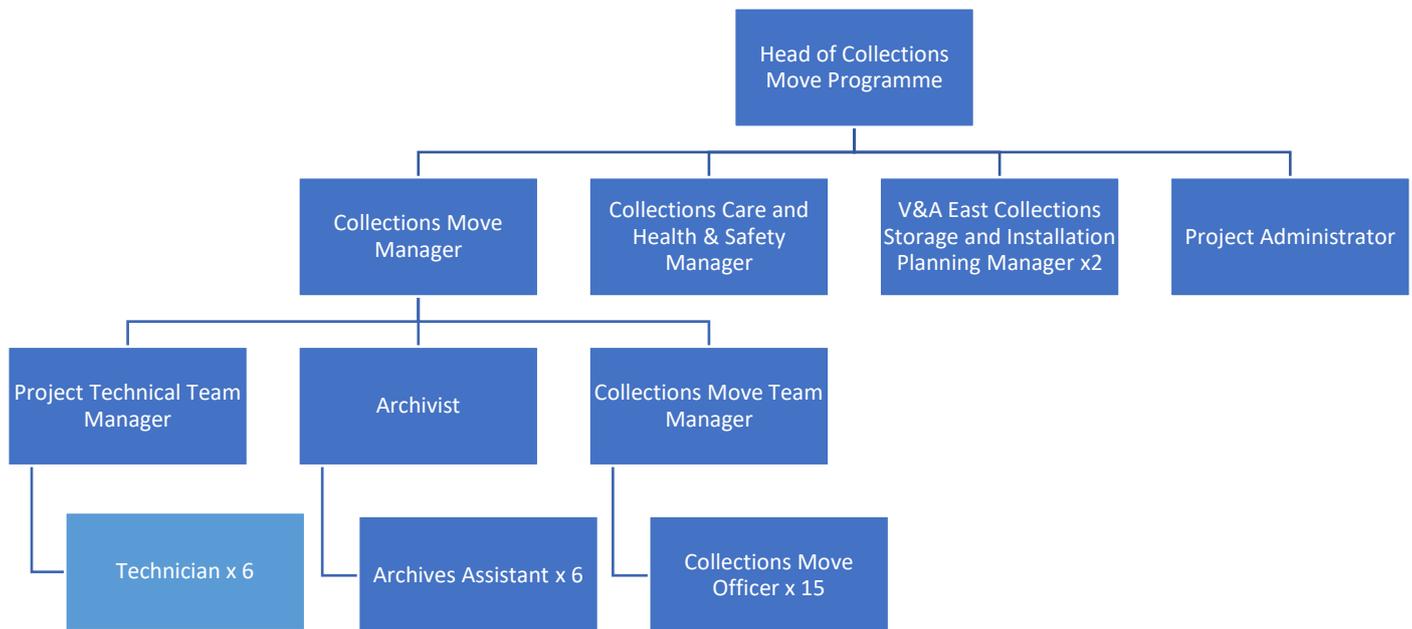
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| To work in flexible teams with colleagues across the Decant Project team to complete moves preparatory work on sensitive and vulnerable collections and small and larger one-off projects prior to decant and at the time of install at Storehouse. Supervising transport contractors and colleagues when directed by decant team managers. |
| To advise and work with Collections Move Officers (CMOs) and Archive Assistants (AAs) on specific decant collections projects requiring specialist handling and packing. To liaise with and assist colleagues from Technical Services, Conservation and Collections with requests to facilitate access to individual collections. |
| To evaluate the risk in collection handling and moves. To draft risk assessments and write method statements to suggest/implement improvements to working practices and handling/packing techniques. |
| Ensure effective communication with colleagues, managers and other sections and departments within the museum. Be committed to health and safety and be security conscious. |

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role.

PERSON SPECIFICATION

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| Job Specific | Demonstrable technical skills that could transfer to handling objects in a museum, including ability to lift, carry objects. |
| | Experience of working with transport contractors and suppliers on collections handling and storage projects. |
| | Good computer skills, including word processing and data entry. |
| | Ability to evaluate risks and prepare risk assessments and method statements, to choose appropriately from a range of options applying best practice, museum standards, guidelines, and precedent. |
| Core Skills | Excellent interpersonal and communication skills. |
| | Ability to work in teams and independently, plan own work and those of others. |
| | Demonstrate a proactive attitude and show initiative to produce high quality work and accuracy, and to meet deadlines. |
| | A practical and pragmatic approach to problem solving. |
| Behaviours | Equity – Drive, inclusion, invite and value diverse perspectives. Actively listen and seek to understand. Act respectfully, show integrity, humility, and kindness. Champion equity and fairness every day. |
| | Creativity – Be curious and ask questions. Find ways to think and act creatively. Explore new ideas, test, learn and adapt. Innovate, aim high and embrace possibility. |
| | Collaboration – Connect and collaborate inside and outside the V&A. Appreciate different roles and the value everyone brings. Take every opportunity to learn from others. Come together as one team and celebrate success. |
| | Sustainability – Think today, act for tomorrow. Be responsible with time and resources. Own your actions, show genuine care. Make sustainable decisions, be climate conscious. |
| | Generosity – Show passion and play to your strengths. Be open, listen well, sharing your knowledge and time wisely. Value your contribution, take pride in what you do. Proactively share balanced, constructive feedback |
| Desirable | <ul style="list-style-type: none"> • Proven experience of working on a collections move or collection store decant • Experience of using mechanical handling equipment • Experience of using a barcoding system • A proven interest in the work of the V&A Museum |

Position in the team



Hours: Net working hours (i.e., excluding meal breaks) are 36 per week.

Normal working hours are 8.30am-4.45 Monday to Thursday and 8.30am-4.30pm Fridays.

Equal opportunities at the V&A

At the V&A we strive to ensure that opportunities to work and develop at are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. At the V&A we have a good gender balance however in certain departments, such as IT, we welcome female applicants and, in our exhibitions, or development teams, we welcome male applicants.