

Scottish Football Museum

Job Title: Curatorial Assistant

Reporting to: Exhibitions & Collections Keeper

Overall purpose of job: We are looking for Curatorial Assistant with proven collections management skills, attention to detail and organisational skills to maintain and deliver collection management procedures to the standards appropriate for an accredited museum. The role will work on the ongoing inventory of the collection. This post will help implement the museum's exhibitions programme and display refreshes.

Main Duties and Responsibilities:

Assist with the organisation and maintenance of the museum's collections stores

Maintain, update and help to develop the museum's collections management system

Handle and process objects within the museum's collection including the management of new acquisitions and loans

Assist with preparation / mounting of exhibitions & displays

Undertake research for upcoming exhibitions

Assist in the general work of the museum

The post holder will be part of the curatorial team, working with the Collections Assistant and line managed by the Collections & Exhibitions Keeper.

Person Specification

Knowledge and Experience

Essential

Exhibitions and collections experience (training for the collections database will be

provided)

Desirable

Experience of working with sporting and / or social history collections

Qualifications and Training

Essential

Museums and Galleries Studies degree or Museums & Galleries SVQ or relevant experience

Desirable

Practical training course relating to collections management

Skills

Essential

Fully competent with ICT systems, particularly with Microsoft Office

Excellent organisational skills

Excellent communication and interpersonal skills

Professional attitude and able to take ownership of tasks

Desirable

Full Driving Licence

Competencies

Essential

Team player who can work well with others

Self motivated who can work to targets

Able to set and work to clear objectives

Able to work to tight deadlines

Desirable

Basic knowledge of football history

Post: contract ends October 24th 2025

Hours: 35 hours per week Monday – Friday (subject to demands of the museum)

Salary: £23,000

The Scottish Football Museum is based at Hampden Park in Glasgow. It is an accredited museum with a collection acknowledged to be of national significance and has a Visit Scotland Five Star rating as a visitor attraction.

Please send your CV and cover letter by email to
demi.boyd@scottishfootballmuseum.org.uk

Alternatively send your CV and cover letter by post to

Demi Boyd

Scottish Football Museum,

Hampden Park,

Glasgow,

G42 9BA.

Closing date: **Wednesday 14th February 2024 at 5pm**

We hope to hold interviews on Thursday 22nd February 2024.