

Post:	Museum Collections Officer
Where:	Andrew Carnegie Birthplace Museum, Dunfermline
Length:	Until Dec 31 2024 with potential for extension
Hours:	Part time, 3 days a week / 21 hours
Salary:	£13,000 (£22,000 FTE equivalent)
Reporting to:	Museum Manager(s)
Closing Date:	5pm 23 rd Feb 2024
Interview Date:	Tuesday 12 th March 2024
Purpose of the role:	The museum collections officer will support the museum manager in the day to day management of the collection, including documentation, environmental monitoring, research and digitisation

About the Museum

The Andrew Carnegie Birthplace Museum is an accredited award winning museum and is a top-rated visitor attraction in Dunfermline.

The Museum tells the story of Andrew Carnegie, the Scottish-born American steel magnate and philanthropist, and has two parts: the cottage where Andrew Carnegie was born, and the adjoining exhibition hall commissioned by his wife Louise Whitfield Carnegie in the 1920s “to inspire future generations to follow in his footsteps.”

The Museum tells the story of the life and philanthropic legacy of Andrew Carnegie and uses this as a basis for our activities and events. The Museum is owned by and operated by the Carnegie Dunfermline Trust.

The museum collection consists of around 6,000 objects and ranges from fine art to taxidermy, from silverware to archeology. This varied and eclectic collection combines to tell the story of Andrew Carnegie’s vast impact on the world today.

Job Description

We are seeking someone who is inquisitive, interested in discovering untold stories and is enthusiastic about sharing these with others. You would be joining a small but energetic and experienced team who are passionate about telling Andrew Carnegie’s story and much more.

The Museum Collections Officer will work closely with the Museum Manager(s) to manage and care for the collection, documenting it on the collections management system, review and rationalize the collection to meet Accreditation standards, researching and answering enquiries, and working with the engagement and front of house team to increase engagement with the collection.

Working in a small team means that you will be expected to use your initiative and take on a wide range of responsibilities noted below. However, you will have the benefit of using a range of skills and competencies you have learned from previous jobs.

We are a flexible employer and, as not all tasks are based at the Museum, some working from home is possible.

Before an appointment can be confirmed, you may be subject to a PVG check.

Key responsibilities

- Researching objects and their stories, and interpreting these stories for the public
- Documenting and cataloguing the museum’s objects, in line with the museum’s documentation procedures.
- Helping with the day-to-day management of the collection, including renewing loans, following acquisition procedures, and updating information on our database
- Providing access to our collections for researchers, community groups and the general public by helping to retrieve objects, supervising research visits (where appropriate) and providing object information
- Packing and storing objects
- Handling objects and supporting their use safely, including helping to install and remove objects from exhibitions and displays
- Monitor the environment in the current and proposed storage and exhibition areas and introduce control measures as necessary.
- Help to develop the museum’s digital archive.

Person Specification

Attributes & criteria	Essential/ Desirable
Experience	
<ul style="list-style-type: none"> • Minimum two years experience of working in a museum or heritage environment, in a collections related role. • Strong working knowledge of best practice in museum collections management and associated standards • Experience of supervising volunteers. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Aptitudes/abilities	
<ul style="list-style-type: none"> • Good organisational skills and ability to work methodically • Strong attention to detail and the ability to undertake repetitive tasks • Able to work on varied projects simultaneously and to multiple deadlines • Strong communication skills and an enthusiasm for discovering and sharing stories • Able to work independently and as part of a team • Can think critically about situations and information with strong problem solving skills 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Knowledge	
<ul style="list-style-type: none"> • Familiarity with collections management policies and procedures. • An understanding of Microsoft Office applications (Outlook, Word, Excel, Access and PowerPoint). • Familiarity with collections management systems • Environmental monitoring and controls. • Awareness of and/or experience using digital technologies and IT, such as use of social media platforms, writing for blogs, • Awareness of and/or experience using digital technologies for photography and photo editing 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>S</p> <p>Desirable</p>
Attitude / motivation	
<ul style="list-style-type: none"> • Self-motivated and committed to delivering high quality • Commitment to CPD and training. • Prepared to undertake lone working when required. • An ability to be flexible 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

How to apply

Please send your CV and a supporting letter to:
Museum Manager,
Andrew Carnegie Birthplace Museum,
Moodie Street,
Dunfermline, KY12 7PL
or email curatorial@carnegiebirthplace.com

TIMELINE

Application received by	5pm 23 rd Feb 2024
Shortlisting	26 – 29 Feb 2024
Invited to interview	1 st March 2024
Interviews	Tuesday 12 th March 2024
Start date	Early April 2024