

## Learning and collections co-ordinator

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**Reports to:** head of collections and research

**Department:** learning and research

**Contract:** permanent

### Overview

In November 2016, the Design Museum opened the doors to its spectacular new home in Kensington. The new museum has extensive dedicated resources for the study of contemporary design and architecture, including the Swarovski Foundation Centre for Learning, the Sackler Library and Archive, and an on-site collection store. The Learning and Research department is seeking a skilled and team-oriented Learning & Collections Co-ordinator to provide support for the team, with a core focus on the management and administration of the museum's collection and the Sackler Library. This includes overseeing aspects of the permanent collection's documentation, such as processing new acquisitions, managing loans, co-ordinating logistics and maintaining collections information on the museum's object database. This role will also be responsible for supervising volunteers in the Sackler Library & Archive, providing direction and cover where required. Other departmental responsibilities include co-ordination support for learning programmes, space usage logistics and diary management.

This role will suit a resourceful and energetic individual with excellent communication skills, and the ability to relate to a wide range of stakeholders and colleagues.

### Job description

#### Collection, library and archive co-ordination

- Provide administrative and logistical support for the installation of the Design Museum's collection at Kensington;
- Support the Head of Collections and Research in the review, research and documentation of the Design Museum's collections, including the incorporation of the Conran Foundation Collection;
- Process new and on-going collection acquisitions and addressing historical backlogs;
- Maintain an accurate and up-to-date collections inventory with the aim of developing complete visual and written documentation of all objects in both hard-copy files and on the museum's CMS (MuseumsPlus);
- Manage and administrate long-term loans, ensuring that current loan agreements are in place and conditions adhered to;
- Monitor storage and exhibition spaces for temperature/humidity, environmental hazards, safety and cleanliness;
- Supervise and manage volunteers in the Sackler Library and Archive and ensure their full integration into the museum community;
- Manage budgets and maintain up-to-date records, conforming to the museum's financial processes and standards;

- Support entrepreneurial approaches to monetising the library as a public resource;
- Serve as point of contact for collection, library and archive enquiries including research questions, offers of sale and donation.

#### **Learning portfolio co-ordination**

- Develop and maintain systems to maximise the efficiency and smooth running of the Learning and Research department;
- Act as point of contact for colleagues and stakeholders making enquiries about the department's work and co-ordinate subsequent activity;
- Co-ordinate the collation of KPIs and evaluation data;
- Manage stakeholder contacts on behalf of the Learning and Research Director and Heads of Department using the CRM, and be the departmental CRM super user;
- Co-ordinate marketing activity with the Communications department
- Administrate programme delivery logistics and manage the diary for the Director of Learning and Research.

#### **Museum-wide responsibilities**

- Contribute to the continued development of the Learning and Research Department's philosophy and its policies;
- Represent the Learning and Research Department by attending internal and external meetings as necessary;
- Any other duties commensurate with the role as required.

#### **Person specification**

##### **Knowledge, Skills and Experience**

##### **Essential**

- Degree or postgraduate level qualification in a museum-related discipline (or equivalent);
- Excellent written and verbal communication skills including the ability to communicate information clearly and concisely;
- Excellent administrative and organisational skills including the ability to multitask, prioritise workloads, plan budgets and respond to deadlines;
- Competence in IT skills including use of Microsoft Office;
- Experience of database management and a willingness to learn about new systems such as Content Management Systems (CMS) and Customer Relationship Systems (CRM);
- Understanding of SPECTRUM primary documentation standards;
- Awareness of how to use social media within a professional context (e.g. Twitter and Vimeo);
- Excellent customer service and friendly public manner;
- The ability to work well in a fast paced environment and deal tactfully and diplomatically with colleagues in the team and the wider museum;
- A self-motivated, resilient and can-do attitude;

##### **Desirable**

- Knowledge of twentieth-century industrial design and its practices;

- Working knowledge of the Learning Department in a museum context;
- An understanding of best practice in collections care standards;
- Experience of supervising and working with volunteers;
- Specific familiarity with MuseumsPlus;
- Willingness to operate lifting equipment (training will be provided).

#### **Terms and conditions**

**Salary: up to £23,000 per annum, dependent on experience**

**Holidays: 25 days per annum**

**Hours: full-time, 40 hours per week**

The museum offers many other benefits including access to a defined contribution pension scheme, season ticket loan, childcare voucher scheme, cycle to work scheme, free entry for friends and family to the museum, a variety of staff discounts including the museum shop and restaurant, and free entry to a wide number of galleries and museums in London.

#### **Application process**

To apply please email a covering letter which addresses the criteria as set out in the person specification, CV and Applicant Information Form to [applications@designmuseum.org](mailto:applications@designmuseum.org).

**Please quote job ref: L&CCo-ord/2017**

**Closing date for applications: 10 April 2017, 9am**

**Interviews: 19 April 2017**

Due to the high volume of applications the museum receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the closing date then you can assume that you have not been successful on this occasion.

The Design Museum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

#### **About the Design Museum**

The Design Museum is building the world's leading museum devoted to contemporary design in every form from furniture to graphics, and architecture to industrial design. Design is a continually evolving subject which the museum seeks to explore through its exhibitions programme, permanent collection, learning and research activities. It is a way to understand the world and how you can change it.

Thirty-five years ago, Terence Conran established the Boilerhouse Project, the forerunner to the Design Museum, in the basement of the Victoria and Albert Museum (V&A) in London. As planned, the Boilerhouse Project quickly outgrew the V&A and in 1989 it moved on to become the Design

Museum in an architecturally striking transformation of a Thameside warehouse near Tower Bridge. Since then the Design Museum has emerged as an institution with international status and significance, playing an important role in putting design and architecture on the cultural agenda.

The Design Museum recently relocated from its home in Shad Thames to the landmark 1960s building in Kensington, West London. Leading designer John Pawson converted the interior of the former Commonwealth Institute to create the museum's new home, giving it three times more space in which to show a wider range of exhibitions, showcase its world-class collection and extend its learning programmes.

### **Our mission, vision and values**

**Vision:** We want everyone to understand the value of design

**Mission:** To create the most inspiring, exciting and engaging Design Museum in the world

### **Our values**

- **Welcoming** everyone to the museum and making them feel it's a place for them
- **Collaborative** engaging with many partners to bring our vision to life
- **Enterprising** working hard to make the museum a financial success and
- build a strong commercial reputation
- **Provocative** challenging people to look and think afresh about design

**[designmuseum.org](http://designmuseum.org)**