**Collections Access Coordinator**

This is an exciting time to join the Brunel Museum, as we embark on a £2.2mn capital redevelopment project, *Brunel Museum Reinvented project.* The project includes the construction of a brand new visitor welcome Pavilion on the Museum site.

The Museum is due for Reaccreditation in 2024, and this role will play a key role in improving our collections documentation ahead of our reaccreditation. This role will undertake crucial tasks such as measurements of the collection items which are necessary for exhibition drawings.

This exciting new role, will bring together a range of activities that will maximise public access to the Museum’s collections.

The Brunel Museum is grateful to the Headley Trust for the grant making this role possible.

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| **Collections Access Coordinator** |
| * 31 hours (4 days/week – including at least one weekend day)
* London Living Wage (£13.15/hour)
* FTE salary ££26, 497 (£21, 198 pro rata for 4 days a week)
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| **Collections Access*** Undertake any training as necessary during the course of the role
* Maintaining good relationships with funders, including regular updates and evaluation reports at the end of the project
* Working closely with colleagues across the Museum to coordinate use of Museum space
* Working with the Director and other staff to review the museum’s collections documentation policy and associated procedures
* Managing the museum collections, ensuring all collections are conserved, cleaned, secured and documented
* Undertaking research to improve access to the museum and archive collections, either directly or through remote research volunteers
* Supporting delivery of public access to museum & archive collections through improved documentation, interpretation or website
* Taking a proactive approach to ensuring the security of staff, visitors and collections
* Work with Finance Manager to manage collections care budget,
* Supporting the Director with fundraising, through Trusts and Grants and Individual Giving
* Weekend working on a regular, rota basis and occasional evening working
* Any other duties as requested by the Director

**Collections Access*** Improving access to the Museum’s collection through use of website, blogs and social media
* Chairing the monthly Marketing and Audience Development meetings
* Managing research and collections documentation volunteers
* Leading on Thames Tunnel on Tour activity to provide activities to enhance access to the Museums collection, through archive visits, outreach talks, walking tours and private tours
* Maintain engagement with the Museum’s collections, especially during the closure period through newsletters, blogs and social media
* Maintain engagement with the Museum volunteers, especially during closure
* Comply with H&S regulations
* Uphold Museums Association code of ethics in collection care.
* To lead the decant and audit of the Engine House gallery to safeguard the collections and ensure collections care standards are maintained

**Museum Operations*** Oversee the day-to-day operations of the Museum, including acting as Duty Manager two days a week
* Take responsibility for rostering casual Operations staff when required
* Take responsibility for rostering volunteers when needed
* Managing volunteers, recruiting new volunteers when required
* Line managing the Operations Coordinator (Fridays) and the Operations Coordinator (Casual)
* Chairing the monthly Visitor Experience & Engagement meetings and following up on any necessary actions
* Working close with the Learning Producer, Event Producer and Operations Coordinator (Events) to manage the Museum’s diary of activities
* Develop a new set of protocols and procedures ahead of Museum reopening, currently scheduled for Spring 2025
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**Experience and skills**

* Experience of working or volunteering in a museum, gallery or heritage environment
* Demonstrated understanding of the security and preservation needs of museum collections
* An awareness of collections documentation work or a willingness to undertake training
* Good communication skills, both in person and in writing
* Experience of managing health and safety in a public environment
* Flexibility and adaptability
* Good problem solving skills
* Good time management and prioritisation skills

**Desirable:**

* Experience of producing interpretation, marketing or promotional material
* First Aid qualified
* Experience overseeing or managing budgets

The required knowledge, skills and experience can be demonstrated through qualifications, work experience, voluntary experience or ongoing professional development as relevant

Any questions about the role should be directed to the Director, Katherine McAlpine in the first instance, Katherine.mcalpine@thebrunelmuseum.com

**Deadline:** Please apply with a CV outlining your relevant experience and a covering letter explaining why you want to work at the Brunel Museum, and how you meet the required experience and skills by **9am, Thursday 1 February**

Interviews are expected to take place **w/c 12 Feb or w/c 19 Feb**

The Brunel Museum, Railway Avenue, London, SE16 4LF

[www.thebrunelmuseum.com](http://www.brunel-museum.org.uk/)

Please note that The Brunel Museum is committed to equal opportunities in employment and ensuring that no one is denied opportunities or discriminated against through prejudice or exclusion due to characteristics protected under the Equality Act. The successful candidate will be subject to an enhanced disclosure from the Disclosure & Barring Service and appropriate references.

If you have a disability which means you are unable to meet some of the job requirements, specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be short-listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

**Appendix 1**

**The Brunel Museum’s Charitable Objects**:

1. To preserve and encourage the preservation for the public benefit of the Engine House situated in Rotherhithe Street, Greater London and the precincts thereof by such means as may be necessary.
2. To educate the public in the appreciation of the engineering works of Marc and Isambard Brunel, particularly the construction of the Thames Tunnel, and to publish and catalogue, leaflet or other material in connection herewith; and
3. To provide a recreational facility for local residents and for the public at large at Rotherhithe and, subject thereto, to generally enhance the surrounding conservation area.

**The Brunel Museum’s 6 Strategic Aims 2019- 2024**

1.  We will put place-making at the heart of Brunel’s London story.

2. We will interpret broadly the many stories of our buildings and our collection.

3. We will bring more people to Brunel’s story and legacy.

4.  We will help to inspire a new generation of engineers.

5.  We will encourage growth and sustainability through commercial prowess.

6.  We will ensure effective governance and administration.