

## COLLECTIONS ASSISTANT JOB DESCRIPTION

Discover Bucks Museum is an independent charity which looks after 130,000 objects telling the story of Bucks and beyond from 200 million years ago to the present day.

### **Main purpose and objectives of job:**

The Collections Assistant will work closely with the Head of Collections and the other members of the collections team, to provide administrative, collections care, and project support to develop and interpret the collections held by Discover Bucks Museum (DBM). The Collections Assistant will ensure high standards of care from acquisition to display. The role will involve working with volunteers and groups, across collections to support the team and have special responsibilities covering specific collections.

### **Position in organisation:**

You will work closely as one of a team of five and directly managed by the Museum's Head of Collections.

### **Specific Duties and key responsibilities:**

- To maintain, in collaboration with the collections team, the standards of collection management including storage and preventative conservation requirements.
- To assist with the administrative tasks associated with loans from the museum's stored collections, including preparing objects for loans, loans documentation and condition surveys.
- To assist with the management of the collections management system (MODES Complete) and continue to enhance collection records. Supporting the team in a data migration project to a new CMS.
- To assist with the public access to the collection: including but not limited to responding to enquiries about the collection, tours, talks and special projects.
- To support in the programme and development of displays in Discover Bucks Museum across all collections and specialisms.
- With support, work specifically with the collections we care for under service level agreements. This includes an annual exhibition for the Embroiderers' Guild.

- To help manage the team of volunteers and assist the collections team in their tasks and the recruitment of new volunteers.
- assist in ensuring the museum meets and maintains Accreditation Standards.
- Supporting grant-funded or redevelopment projects, including object moves and documentation.

**General responsibilities:**

- To attend relevant training courses and liaise with other Museum institutions in order to maintain up-to-date specialist knowledge.
- To comply with all decisions and policies of DBM and any relevant statutory requirements.
- To travel in Buckinghamshire in undertaking of the responsibilities of the post in an agreed timely manner, including the carrying of materials in a vehicle.
- Provide verbal and written reports as may be required.
- To be committed to the aims of DBM and to promote team working.
- Contribute to development plans for DBM and other tasks as required.
- To work occasional evenings and weekend (TOIL will apply).
- Work that involves manual handling of objects, using ladders and working in a museum store environment. Training will be provided, with reasonable adjustments where required.
- To carry out any other task reasonably requested of the role.

**What we are looking for:**

We are keen for you to draw on the knowledge and experience gained through any qualifications, work experience, voluntary experience, or ongoing professional development as relevant.

We are looking for someone who has:

- Experience working (paid or voluntary) in a museum or heritage organisation.
- Understanding of how to work with museum objects: handling, cataloguing, accessioning or condition checking objects.
- Awareness of good collections management practice and relevant standards.
- Competence in using databases, has experience of using a museum CMS

- Innovative, imaginative, and creative.
- Excellent communication and verbal presentation skills.
- Excellent time management and organisational skills.
- Experience of working successfully in a team.
- Experience working alone to complete tasks.
- Knowledge and interest in the history of Buckinghamshire.
- Knowledge and interest in the collections of art, ceramics or social history

### **Salary**

£14,400 for 3 days a week which is equivalent to £24,000 full time

This role would suit a candidate that has recently qualified (or is undergoing training) in a museum-related subject or has experience of working within a museum environment, specifically with collections.

Reasonably requested flexibility to the hours/days that the role requires will be considered.

### **How to apply**

To apply please send a CV and Cover Letter answering the following questions to [hello@discoverbucksmuseum.org](mailto:hello@discoverbucksmuseum.org):

- How does your experience make you suited for the role?
- Why are you interested in the role of Collections Assistant at Discover Bucks Museum?

Deadline for applications is noon on **Friday 30 January 2026**.

Shortlisted applicants will be invited for interview on W/C Monday 9 February 2026.

Discover Bucks Museum is an Equal Opportunities employer