



## **JOB DESCRIPTION**

Job Title:	V&A East and Blythe House Decant: Collections Storage and Installation Manager
Division/Department:	Directorate
Salary:	£31,646 - £39,178.
Contract:	Fixed term to end March 2023
Reporting to:	Head of Collections Move Programme

### **Background**

As the world's leading museum of art, design and performance, the Victoria and Albert Museum (V&A), enriches peoples' lives by promoting the practice of art and design and increasing knowledge, understanding and enjoyment of the designed world.

The Museum is now preparing for its largest collections move since World War II, with over 250,000 objects, an estimated 915 archives and associated Library collections to move from its current storage facility at Blythe House to a new Collections and Research Centre, V&A East at the Queen Elizabeth Olympic Park, Stratford. The new centre will enable great increased public access to our internationally significant collections, providing facilities for visitors and researchers.

We are now recruiting a Collections Storage and Installation Manager to work with our collections teams to undertake the detailed storage systems planning for the new centre, mapping our collections from Blythe House to the Collections and Research Centre. This post will work with the V&A Collections and V&A East Project team, including an external storage consultant, to plan the detailed installation schedule ensuring this is aligned with the project timeline, contractors undertaking the collections move and internal stakeholders. The post holder will also work closely with the Museum's Gallery, Displays and Storage Coordinator, and support their work programme for up to 25% of their time.

The post is initially based full time at Blythe House, the V&A's collection store and public research facility in West Kensington, London, where you will be working as part of a dedicated decant project team, reporting to the Head of Collections Move Programme. From mid 2021 the post holder will be required to work at the new collections centre as needed, to prepare for and support the collections move and installation programme. Flexible working, including early mornings or late evenings and occasional weekend working will be required during the move period, estimated to start in 2021. The role offers an excellent opportunity to work on a large-scale collection move project and to develop your experience of collections management and care.

### **Purpose of the Job**

This full time, fixed term post (to end March 2023) will play an important role in ensuring that our collections from Blythe House, and other collections moving to the new Collections and Research Centre, are mapped from existing storage systems into the new systems, and that a robust collections installation plan is maintained. You will work closely with V&A collections and decant staff to ensure that the existing collections storage data sets are accurately maintained in the run up to the move, and be responsible for developing and maintaining the plan for how collections will be arranged and installed in the new Centre.

You will also work closely with the Museum's Gallery, Displays and Storage Coordinator, supporting their work programme for up to 25% of the time, to enable business continuity across V&A storage planning, at a strategic and operational level.

Full training on the Museum's collections management processes and collections management system will be provided.

### **Main Duties**

1. To work with the V&A East Project team, external storage consultant and collections teams to develop and maintain the plan for how collections will be stored in the Collections and Research Centre. This will include creating elevations using appropriate software that map collections from current to future storage.
2. To develop/maintain protocols for ensuring that collections storage data for Blythe House is accurate and up to date, e.g. with new acquisitions, returning loans, changes to storage formats.
3. To prepare and maintain the multi-year collections installation plan and schedule, working closely with the Head of Collections Move Programme, Collections Decant Team managers and Collections Decant/Installation Champions and Gallery, Displays and Storage Coordinator.
4. To participate in procurement of the new storage systems.
5. To participate in the phasing and coordination of relocated existing racking and disposal of redundant equipment.
6. To assist the Museum's Gallery, Displays and Storage Coordinator with racking snagging.
7. During the installation period, to ensure that move contractors and collection teams are briefed on the plan in a timely way, to enable a smooth installation programme. To anticipate, plan and communicate for any changes to the move programme. This will include cost benefit analysis and making recommendations to senior managers.
8. Undertake other duties as required relating to the collections move programme, including writing blogs and contributing to the Communication Plan as required.
9. Assist with training and supervision of volunteers and interns as required.
10. During the collections move programme, occasional weekend working or early morning/late evening work may be required. This will be arranged with as much notice as possible.
11. Be committed to health and safety and ensure familiarity with all the Museum's health and safety policies and procedures.
12. Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass always when on Museum premises.
13. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.

14. Carry out ad hoc duties as requested by appropriate managers within your department.

## **PERSON SPECIFICATION**

### **Essential requirements**

1. Education to at least degree level.
2. Collections storage management experience.
3. Significant experience of collection storage and move programmes.
4. Hands of experience of collections care and management.
5. Demonstrable project management skills.
6. Experience of reading and interpreting architectural plans.
7. Excellent IT skills including Excel and software to create storage plans/elevations.
8. Significant experience of using a collections management system or digital asset management systems.
9. Excellent written and oral communication skills.
10. Excellent attention to detail and proven ability to maintain a high level of accuracy and motivation when performing routine and repetitive tasks.
11. A proven interest in the work of the V&A Museum.
12. A flexible approach and the ability to work well as part of a team.
13. Excellent organisational skills and attention to detail.
14. During the collections move and period the job will be physically demanding, and a good level of physical fitness is essential.

### **Desirable requirements**

1. Experience of procuring collections storage systems.
2. Experience of procuring and maintenance of display cases for collection items.
3. Project management qualification.
4. Budget management.
5. Experience of using 3D modelling software.

## **OTHER INFORMATION**

### **Hours/Salary:**

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be £31,646 - £39,178. Salaries are reviewed on an annual basis.

### **Annual leave:**

28 days plus 8 days public holidays

### **Pension benefits:**

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

### **Other benefits:**

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after three months.

Free entrance to all the major museums and exhibitions in London as well as many others.

Subsidised staff restaurant

Discounts on purchases in V&A shops

### **Application process:**

Please apply online via the V&A's website at [www.vam.ac.uk/jobs](http://www.vam.ac.uk/jobs)

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – [contacthr@vam.ac.uk](mailto:contacthr@vam.ac.uk) or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

**Closing date for receipt of applications is Monday 26 November 2018, by 5pm**

**Interviews will be held on Thursday 6 December 2018**

**Interview expenses will not be paid unless there is a prior agreement.**