



## **JOB DESCRIPTION**

Job Title:	Museum Technician - Blythe House Project
Division:	Conservation & Collection Management
Department:	Technical Services
Salary:	£22,227 - £25,875 per annum
Contract:	Fixed term to end March 2021
Reporting to:	Blythe House Project, Project Technical Team Manager

### **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 a major collection move from its current storage facility at Blythe House to a new Collections and Research Centre, which will enable great increased public access to our internationally significant collections, providing facilities for visitors and researchers.

The post is 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 technical team, reporting to the Project Technical Team Manager. The role offers an excellent opportunity to work on a large-scale collection move project and to develop your experience of collections packing and handling.

### **Purpose of the Job**

This full time, fixed term post (to end March 2021) will play an important role in ensuring that our collections are ready and safe to move. You will work closely with V&A technical team delivering a range of object packing prior to the museum store decant. Your work will be hands on with collections, working across a wide range of different types of objects.

This essential work will help ensure that our collections are moved safely and packed to the highest standard.

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

### **Main Duties**

1. To work alongside V&A collections staff to prepare collections for move by: acquiring and applying the core technical services skills of handling, packing artworks, driving the museum van and hire vehicles plus any additional specialist skills the museum may require (e.g. cleaning objects)

2. Work with other members of the section in flexible teams to carry out jobs and larger projects, supervising colleagues when directed by the team managers.
3. Undertake job and risk assessments, write method statements and suggest/implement improvements to working practices and techniques. Maintain accurate job records and produce appropriate documentation when required.
4. Contribute to museum plans and take responsibility for personal development and performance.
5. Ensure effective communication with colleagues, managers and other sections and departments within the museum.
6. Be committed to health and safety and ensure familiarity with all the museum's health and safety policies and procedures.
7. Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you always wear a security pass when on museum premises.
8. 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.
9. Carry out ad hoc duties as requested by appropriate managers within your department.
10. Carry out courier trips at home and abroad if and when requested.

## **PERSON SPECIFICATION**

### **Essential requirements**

1. Demonstrable technical skills that could transfer to handling artworks in a Museum, including ability to lift, carry objects.
2. Good computer skills, including word processing and data entry.
3. Ability to assess risks and to choose appropriately from a range of options applying standards, guidelines and precedent.
4. A practical and pragmatic approach to problem solving.
5. Ability to plan own work and those of others once allocated by the team manager.
6. Excellent interpersonal, diplomatic and communication skills.
7. Demonstrate a proactive attitude and show initiative to achieve quality work to tight deadlines.
8. Flexibility and openness to new ideas and approaches.

9. Ability to work both in teams and independently.
10. A high level of commitment to the aims and objectives of the Museum.
11. Willingness to work early mornings, evenings and weekends.
12. Be comfortable working at height.

### **Desirable requirements**

1. Experience of working with tools, machinery and access equipment.
2. An understanding of the conservation, security, and health and safety issues surrounding museum technical services.
3. Experience of object handling, packing, transportation, and van driving in the museum sector.
4. Hold a valid driving license.
5. Knowledge of H&S legislation, COSHH and other statutory requirements.
6. Experience of drawing or design software an advantage.

### **OTHER INFORMATION**

#### **Hours/Salary:**

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

The salary for this role will be £22,227 - £25,875 per annum. 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

Childcare Voucher Scheme

**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 28 March 2019

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