



## Collections Assistant Job Description

Jane Austen's House is home to an extraordinary collection of artefacts, ranging from first editions to modern fan art, including furniture, paintings, and textiles. As Collections Assistant you will work with the Collections & Interpretation Manager and other members of the team to care for, record and communicate the fantastic objects in our collection and the House itself.

This is a mixed and varied role, which will include conservation cleaning and collections management, documentation, and loans, alongside research and helping with exhibitions. You will also give guided talks throughout the year, and work alongside our marketing and communications team to help share the fascinating stories behind our objects. You will join the museum at an exciting time, as we work towards Jane Austen's 250<sup>th</sup> birthday in 2025, and will be a part of a small, supportive, and dedicated team.

All applicants must be eligible to work in the UK. The role will involve some weekend and evening working to support events. This role will involve lifting objects and carrying out physically active tasks. Full manual handling and health and safety training will be provided.

There is limited public transport to Chawton, so access to your own transport is strongly recommended.

Hours: 24 hours per week

Wage: Between £23,796 and £24,500 per annum, pro rata, depending on experience.

### Key tasks:

- Carrying out weekly, daily, and monthly conservation cleaning
- Carrying out weekly environmental spot checks and maintaining environmental monitoring records
- Support and work alongside conservation cleaning volunteers
- Being a key part of the annual winter clean programme
- Working with the Collections & Interpretation Manager to update and manage our collections management system (MODES)
- Entering and updating collections data on MODES
- Updating object movements on MODES
- Alongside the C&IM, maintain loan agreements and undertake work to clear the backlog of orphan loans
- Alongside the C&IM, undertake work to ensure our collection is fully documented, including accessioning, deaccessioning and disposal



- Working with the C&IM and conservation and collections volunteers to inventory mark objects
- Alongside the C&IM, plan and deliver the annual inventory check
- Support image and research access requests
- Alongside the C&IM and Museum Officer support visiting interns
- Support the C&IM and MO to create and install exhibitions
- Carry out research into objects within the collection
- Work with the Marketing Manager and Marketing Officer to support the creation of content for both our website and social media channels that communicates and shares our collection.
- Deliver guided tours and handling sessions as part of the JAH events programme.
- Assist with the delivery of our onsite and online events programme.
- Be a positive, enthusiastic, and engaged member of the team at Jane Austen's House
- Adhere to all the JAH collections management, Health and Safety and Fire Safety procedures.
- Any other reasonable duties as might be required.

This role will be directly line managed by the Collections and Interpretation Manager. It will also work with the:

- Museum Officer
- Marketing Manager and Marketing Assistant
- Facilities Officer

### Person specification – Skills and experience

Essential	Desirable
Experience of working with historic collections and collections management	Experience of working with MODES or similar collections management software
Knowledge or understanding of the key principles of heritage conservation	Experience of heritage conservation
Excellent IT skills across MS Office.	Experience or an understanding of working within an historic property
Experience of working with and managing volunteers	An appreciation of and interest in the life and works of Jane Austen
Strong communication skills (both written and verbal) and a genuine enjoyment of talking with visitors and sharing stories	Experience of delivering talks and events
Excellent interpersonal and team working skills	Research and/or archival experience



**JANE  
AUSTEN'S**  
HOUSE

Essential	Desirable
A proactive, engaged, and enthusiastic attitude	Ability to work alone and as part of a supportive team
Flexible and willing to learn	
Must be available to work weekends or evenings on occasion	

### **How to apply**

Please send your CV, a covering letter - explaining why you are applying for the post and how you meet the person specification - and the names of two referees, in an email addressed to Sophie Reynolds, Collections & Interpretation Manager to [office@janeaustens.house](mailto:office@janeaustens.house)

Deadline for Applications: Sunday 11<sup>th</sup> February 2024