Student Placement Role Description 15/16: Documentation and Collections Management

Supervised by the Study Collections Centre team

Main purpose:
The Study Collections Centre (SCC) is the off-site object store of the Horniman Museum and Gardens, situated in North Greenwich. With around ten staff, regular visitors and volunteers, it is a lively and interesting place to work.

At the present time the Horniman is working towards the redisplay of the anthropology galleries under the title ‘Collections People Stories’, and has been granted Stage 1 HLF funding to develop plans for a new anthropology gallery, based on the research conducted on the Collections People Stories review 2012-2015.

University placements at the SCC assist with a variety of tasks within the Documentation and Collections Management Sections. The work will involve manual handling duties, and require the wearing of Personal Protective Equipment for most of the duties that are undertaken.

Commitment:
Student placements at the Horniman stores are usually undertaken on Tuesday, Wednesdays and Thursdays from 10am to 4pm.

Objectives:
- Supporting the preparations for the redisplay of the anthropology galleries.
- Improving the documentation of objects in the SCC.
- Improving the storage conditions of objects in the SCC
- Facilitating better access to the stored collections.

Main Activities (including but not limited to):
- Measuring objects.
- Marking objects.
- Repacking and re-housing objects.
- Retrieving and relocating objects.
- Scanning photographs of museum objects.
- Updating object information on the CMS (Mimsy XG).

The role would suit someone who:
- Has an interest in and enthusiasm for museums, heritage or the cultural sector.
- Pays close attention to detail and approaches tasks methodically.
- Is willing to undertake repetitive tasks.
- Knows when to ask for help.
- Has good English language skills and is able to understand and follow guidelines precisely and consistently.
- Is a good team player but who is also flexible and has the ability to work independently.
- Has IT experience (e.g. Excel) – training will be given on the CMS (Mimsy XG).

What we can offer participants:
- Experience working in a museum store.
- Experience working as part of a team.
- Experience of working on and adhering to museum procedures (e.g. Spectrum).
- CMS (Mimsy XG) training.
- Packing, marking, working at heights, location and object handling training.
- Travel expenses within Greater London will be reimbursed.