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**ARTS COUNCIL
ENGLAND**

Collections Micro-Internship

Job Description and Person Specification

Post:	Collections Micro-Intern
Location:	Ripon Workhouse Museum, with some work at the Town Hall store
Salary:	£8.21 per hour
Hours of work:	35 hours total
Post length:	The post will commence as soon as possible. The 35 hours can be worked flexibly to suit the successful candidate but must be completed by 31 March 2019
Responsible to:	Curator
Staff Responsible for:	N/A
Application Closing date:	14 February 2019

Job purpose, duties and responsibilities

Collections Online Pilot Project

Ripon Museum Trust is currently in an exciting period of change and growth. In 2018, we were awarded National Portfolio Organisation status by Arts Council England, which has allowed us to increase our staff, capacity and resources. We have employed a curator, who is responsible for improving the care, development and management of our collections, and providing access to those collections to more and more people. The collections are made up of three historic buildings – a Georgian Courthouse, a Victorian Prison and a Victorian Workhouse - and an associated collection of objects.

One of the ways in which we intend to widen access to the collections is by providing a searchable database online. Before we embark on the project to achieve that, we would like to pilot this idea, creating a mini-database of around 100 key objects and evaluating how people use and interact with it. This will help us to ensure that our main collections online database is fit for purpose and responds to the needs and wishes of our users. We will create this mini-database using e-Hive, an online cataloguing system, populating it with key information and images of our objects.

Our work at Ripon Museum Trust is guided by our mission "to enrich the lives of all who experience and are inspired by our historic law and order sites and collection so that they gain insights into, and are provoked into thinking about, how the treatment of offenders and the relief of the poor have developed over the last 200 years" and informed by our values of ambition, learning, teamwork and community. We aim to be the best small museums in England.

The post-holder will be required to:

- Identify around 50 key objects from the collections, representing the breadth and scope of our collections, with the support of the Curator.
- Locate, or create, high-quality digital images of the objects.
- Input information about the objects into the eHive system, using existing information on our collections management database or carrying out additional research where needed.
- Work closely with the Curator and Volunteer Collections team
- Contribute to the Trust's digital aims by writing social media posts about the internship experience

Personal Specification

Knowledge and experience

No previous experience of working in a museum or with a Collections Management System is required, as full training and support will be given.

Skills

Confidence when using new systems, including databases
Good communication skills, especially written communication
Experience using a digital camera and good photography skills
Willingness to approach others for advice and knowledge
Ability to see the big picture when working with large amounts of information
Friendly, professional manner when working with both staff and volunteers
Ability to work independently

Ripon Museum Trust is an equal opportunity employer. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Application process

Please complete the application form and return to Leah Mellors, Curator, via email to leah.mellors@riponmuseums.co.uk or by post to Ripon Workhouse Museum, Sharow View, Allhallowgate, Ripon, HG4 1LE

If you have any questions about the project or the application process, or would like to chat informally about it, please call Leah on 01765 568877.

Interviews will be held on Wednesday 20 February. They will be informal and involve a discussion of the skills you can bring to the project and a tour of one of the museums.