

JOB DESCRIPTION

Vacancy reference:	SRF28944
Post Title:	Assistant Curator (Typography)
Grade:	Grade 4
School/Department:	UMASCS
Reports to:	Curator of MERL Collections
Responsible for:	Supervising and managing volunteers

Purpose

The Assistant Curator (Typography) will carry out a range of collections management tasks, and operational duties to enable and encourage access to the collections and archives in Typography. Responsible for ensuring a smooth day-to-day running of the Reading Room, assisting students and visitors in accessing resources and collections. Relevant collections include: Lettering, Printing and Graphic Design holdings, and material held by the Centre for Ephemera Studies. The postholder will support a range of services including dealing with enquiries, production of collections for teaching, research, and reprographic services.

Main duties and responsibilities

To support and carry out tasks relating to all aspects of collections management, including collections care, conservation, documentation, access, presentation, and loans.

Administration

- Receive and manage the recording of all financial transactions connected with Collections and Archives in Typography, including permissions. Responsible for co-ordinating financial information related to courses and workshops connected with collections.
- Process invoices for image requests, permissions and workshops Identify and arrange purchase of appropriate collections resources. Responsible for reprographic requests, including supply of images and drafting and supply of permission licenses. Undertake scanning and organise photography as required.
- Co-ordinate and administer meetings related to collections in connection with Typography collections work and UMASCS AdLib Community of Practice, including taking minutes as required.
- Act as first point of contact for visitors and students, providing support and guidance for all users of collections and Reading Room. Maintain records of external visitors who use collections; keep a list of UG and PGT student dissertations based on material in the collections.
- Ensure appropriate collections management procedures are followed including acquisitions and preventative conservation.

Enabling and Encouraging Access

- Supervision and management of collections and resources available in the Reading Room, including security of collections. Manage online catalogue of Reading Room resources, including books, journals and dissertations, including locations tracking.
- Supervise access to the collections by getting out material for students and visitors to work with, and putting it away. Keep a record of visitors and student use of collections- supervise

- all use of the collections. Ensure items are properly handled, briefing users and students, and advising on use of fragile items.
- Support collections-based teaching and learning, assisting colleagues to identify and retrieve relevant material. Advise students on use of collections for assessed projects, and oversee their access, including for part 3 ephemera module, self-directed projects, and Real Jobs.
 - Catalogue collections on Adlib to collections level. Record all incoming and external loans on Adlib. Manage the organisation of digital images related to the collections.
 - Co-ordinate and host group visits to the collections.
 - Assist in the promotion, marketing and publicising of the Typography collections, including updating the web site and through social media. Represent Typography on UMASCS Social Media Group.
 - Monitor environmental conditions of displays, collections storage areas and Reading Room.
 - Provide appropriate storage and housing of material in the collections; and supervise volunteers working with collections.
 - Coordinate and/or support the preparation, erection installation and de-installation of temporary exhibitions.
 - Responsible for collections event-related administration. This includes acting as first point of contact, keeping records of attendees/delegates, calculating expense and income, supporting collections selection, and overseeing/undertaking collections retrieval. Hosting and representing the University where appropriate.
 - Responsible for all administrative duties related to loans, including condition checks, packing, updating records and organising transport.
 - Contribute to appropriate projects and events as required and undertake any other duties deemed necessary and reasonable by DCAT.
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- Undertake any other duties deemed necessary and reasonable by the Director of UMASCS

Supervision received

Formal line management from Curator of MERL Collections. In addition, the post holder will be supervised on a day-to-day basis by DCAT, and by curators of particular collections in Typography, such as Isotype, Non-Latin typefaces, and Rickards and ephemera collections.

Supervision given

The post holder may train and supervise volunteers working in the collections in Typography

Contact

The post-holder will receive enquiries from external organisations and individuals. They will have regular contact with staff and students in Typography, with external suppliers and other parts of the University, especially UMASCS and DPS.

Terms and conditions

The role will involve occasional out of hours work.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: May 2019 - KAF

PERSON SPECIFICATION

Job Title	School/Department
Assistant Curator (Typography)	UMASCS

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Good team working skills • Abilities to deal effectively and professionally with enquiries from researchers • IT skills- competence in MS Office, use of databases, internet and email 	<ul style="list-style-type: none"> • Skills in handling fragile collections materials • Full driving licence
Attainment	<ul style="list-style-type: none"> • Good honours degree (first/second class) 	<ul style="list-style-type: none"> • Good honours degree (first/second class) (or postgraduate qualification) in a discipline relevant to the Lettering, Printing and Graphic Design collections such as design history, art history, graphic communication • Professional postgraduate qualification in collections related subject (e.g. Museum Studies)
Knowledge	<ul style="list-style-type: none"> • Knowledge of best practice in collections management and care 	<ul style="list-style-type: none"> • Subject knowledge relevant to the collections
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in a museum, library or archive • Familiarity with a collections-related working environment 	<ul style="list-style-type: none"> • Experience of working in a user-focussed environment • Experience of working in a University context • Experience of working with students
Disposition	<ul style="list-style-type: none"> • Ability to work methodically, neatly and accurately • Practical approach to problem solving • Able to prioritise tasks and manage time effectively • Adaptable and flexible approach 	<ul style="list-style-type: none"> •
Other	<ul style="list-style-type: none"> • Ability to cope with the physical demands of the work (e.g. manual handling) 	<ul style="list-style-type: none"> • Driving licence

Completed by: KAF

Date: May 2019