

JOB DESCRIPTION

THE QUEEN'S ROYAL HUSSARS MUSEUM ASSISTANT CURATOR

TITLE OF POST: The Queen's Royal Hussars Museum Assistant Curator

Job Type Full Time 5 days per week
Location Trinity Mews, Warwick. CV34 4NA
Reports to The Museum Curator

BACKGROUND:

The Queen's Royal Hussars (QRH) was formed by the amalgamation of the Queen's Own Hussars (QOH) and the Queen's Royal Irish Hussars (QRIH) in 1993. The museums of both regiments have now closed and a new museum for QRH is being created with an opening in Spring 2020. This newly created post will have a significant input to the operation of the new museum; responsibility for the management of the regimental collection and support to the curator in the management of the business aspects of the museum. The Museum business is run by Light Cavalry Trading Limited which is the trading subsidiary of the QRH Collection Trust Charity.

JOB PURPOSE

To assist the Museum Curator with the management and development of the museum, offering visitors and users a high quality customer focused service and maintaining high standards of collections care.

MAIN ACTIVITIES:

- a. Open and close the museum as advertised, ensuring its security and the security of exhibits.
- b. Manage the museum shop, ordering and maintaining cost-effective stocklevels.
- c. Handle admissions and retail sales cash.
- d. Provision of historical information about QRH and its antecedent regiments from the resources held in the archives to members of the public on request.
- e. Monitor environmental conditions and maintain high standards of housekeeping in the museum, in the archives room and in the reserve collection store.
- f. Maintain and update the Collection content on the MODES documentation system in accordance with Regimental Guidelines.

- g. Maintain the Accession Procedure for all items loaned or donated to the museum.
- h. Update the museum website regularly.
- i. Liaise closely with the authors of the Museum Facebook page and the Museum Blog.
- j. Organise and host group visits as required.
- k. The conservation of the regimental collection and, in consultation with the museum manager, commission remedial conservation where necessary.
- l. Assisting the museum manager in the maintenance and development of the museum displays and the creation of temporary exhibitions.
- m. Support to the museum manager in promoting and marketing the Museum.
- n. Assist in the commercial operation of the museum and its facilities.
- o. Playing a full part in the museum's outreach programme.
- p. Train and support the museum volunteers and support the Friends of the Museum organisation.
- q. Organise volunteers' rosters, and ensure that volunteers are kept informed of changes or developments in the museum
- r. Maintaining the accounts of the museum on a daily basis.
- s. Administer a programme to develop, manage and preserve digital assets
- t. In the absence of the museum manager represent the Museum to partner organisations where appropriate
- u. Maintain the storage of the archives to a high standard, and undertake a programme to ensure all storage meets this standard.
- v. Undertake such additional training as may be directed by the Museum Manager or Directors.
- w. Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

- x. Undertake any other duties, which may from time to time be deemed reasonable and necessary for the good of the Museum

In addition, the post-holder is required to:

- a. Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- b. Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.
- c. To play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources.
- d. Effectively manage delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, especially to promote efficient and cost-effective methods of working to keep within planned budget allocations.

The Queen's Royal Hussars Museum

Trinity Mews, Warwick. CV34 4NA

Post: Assistant Curator

Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
Qualifications	A Level or similar educational standard	D	Certificate
Experience	Knowledge of the QRH Collection	D	Application and Interview
Knowledge	Knowledge of, or interest in British military history, and knowledge of the British Army and its traditions.	E	Application and Interview
	Knowledge and/or experience of the Regimental Museums network and AMOT.	D	Application and Interview
	Knowledge of the museum or wider heritage sector.	D	Application and Interview
	An understanding of museum work practice and procedures for care and conservation of the collection.	D	
	An understanding of the operation of a military museum together with the structure of support for museums both locally and nationally	D	
	Knowledge of the legal frameworks relating to charities, Health & Safety, and Property Management.	D	
Skills	Excellent presentation and interpersonal skills with the ability to communicate and network confidently, effectively and persuasively.	E	Application and Interview
	Excellent written and verbal communication skills.	E	Application and Interview
	Ability to prioritise and meet deadlines.	E	Application and Interview
	The people skills and qualities necessary to lead and manage museum volunteers.	E	
	Commitment to provide excellent service and quality.	E	Application and Interview
	Computer literate with good word processing skills, experience of using databases, digitization and social media.	E	Application and Interview

	Financial bookkeeping and budgeting.	D	Application and Interview
	Ability to use DIY tools	E	Application and Interview
Aptitudes	Strong co-ordination, organisational, project management and presentation skills.	D	Application and Interview
	Good analytical and problem-solving abilities.	D	Application and Interview
	Personable, with the confidence to deal with a wide range of stakeholders and partners.	E	Application and Interview

KEY: E = Essential D = Desirable