

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Collections Documentation Assistant (Fixed Term until 28 February, 2027)		Grade: 4
Directorate: Commercial Delivery	Service: Culture & Arts	
Post No:	JE Ref: A	Date of Issue: 05/08/2025
Responsible to: Collections Officer		

Main Purpose of Job:

To support the improvement of the museum's collections documentation by creating accurate and up-to-date catalogue records relating to the photographic archive.
To help reduce documentation backlogs to support Museum Accreditation requirements.
To contribute to improving the accessibility and usability of the museum's photograph collections for exhibitions, learning, and research.
To work closely with the Collections Officer to retrospectively catalogue museum photographs in accordance with recognised museum standards.

Main Duties & Responsibilities

1. Create, update, and maintain accurate catalogue records for museum collections.
2. Review and improve incomplete or inconsistent historical documentation.
3. Assign and verify object information using established cataloguing procedures.
4. Work in accordance with SPECTRUM documentation standards following training.
5. Safely handle museum objects, archives, and photographs using approved procedures.
6. Assist with the organisation and management of collection records.
7. Research objects using available historical and archival sources where appropriate.
8. Write clear, accurate, and accessible catalogue descriptions.
9. Follow museum procedures relating to collections care, documentation, and preventative conservation.
10. Work independently on assigned documentation projects while collaborating with the Collections Officer and wider museum team.
11. Maintain confidentiality and accuracy when handling museum records.

Occasional Tasks/Duties/Responsibilities

1. Location of work – workplace based
Initial working hours – Flexible - Wednesdays, Thursdays, Fridays, Saturdays
(between 10am and 5pm). Mondays and Tuesdays may be an option once trained.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.