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| **Job Title** | Assistant Keeper (Documentation) – Fine and Decorative Arts  |
| **Reports to** | Keeper of Fine and Decorative Art  |

**Background**

Eton College was founded by Henry VI in 1440 for 70 King’s Scholars. The central purpose of the college still remains education and it is run as a secondary school of the highest possible standard for approximately 1,300 boys aged 13-18, all of whom board at the school.

The College Collections include art and artefacts, manuscripts and archives, rare books and natural history specimens, ranging in date from prehistory to the present day. We look after these outstanding collections to preserve and develop them for the future and make them accessible to the local community and the wider world. Each year, our museums, galleries, reading room and historic spaces welcome thousands of visitors. The Collections are used by researchers and for educating pupils and are made available to a wider public through events, exhibitions and loan programmes.

**Job Purpose**

**The Assistant Keeper (Documentation) for the Fine and Decorative Art (FDA) collection will maintain and support the collections management procedures. There is a busy schedule for installing and dismantling displays of art around the college. The postholder will regularly be involved in the movement and display of works (including some heavy lifting) and will take on the responsibility of accurately recording locations of collections objects as they move. They will also meet cataloguing targets, edit existing catalogue records and support day-to-day operations and the management of the collection, including object marking, auditing and maintaining supplies of equipment. The postholder will be required to liaise with colleagues across the organisation, as well as individuals outside the college.**

**Key Tasks and Responsibilities**

* Assisting with all aspects of collections management (cataloguing, auditing, internal and external loans, transport of works to and from off-site storage and conservation studios, acquisitions, storage, etc), as detailed below;
* Maintaining electronic and paper documentation;
* Adding new and amending existing catalogue records on the CollectionsIndex+ cataloguing database;
* Object marking;
* Facilitating the display and, in the case of furniture, use of collection objects around the college: liaising with relevant college staff, updating locations on the catalogue;
* Lifting and carrying collections objects;
* Assisting with the Annual Audit of items on display throughout the College;
* Maintaining documentation relating to acquisitions and loans to and from the collection;
* Helping to identify potential acquisitions;
* Supporting the photographic digitalisation programme;
* Assisting with exhibition work, particularly exhibitions in the Verey Gallery at Eton;
* Supporting conservation projects relevant to the FDA collection;
* Supporting teaching sessions and visits to the collection;
* Assisting in the co-ordination and production of online or printed publications, relevant to the FDA collection;
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2024 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following;

* A degree in an area relevant to the role;
* Demonstrable experience in collections management procedures such as museum documentation and cataloguing, object handling, storage (a relevant post-graduate qualification in Museum Studies or a related field would be desirable);
* Demonstrable commitment to the museum sector through experience of working within in a museum, gallery or closely related organisation;
* High computer literacy with an ability to manage information systematically and accurately;
* Experience of using museum databases and an understanding of Spectrum standards;
* A keen interest in fine and decorative art (specialist knowledge of an aspect of fine or decorative art relevant to the collection, would be desirable);
* High level of manual dexterity and an understanding of handling procedures when lifting or carrying collections objects;
* Excellent interpersonal, team and influencing skills, with the ability to communicate ideas to a wider audience;
* Commitment to providing access to collections;
* Ability to work collaboratively with a range of stakeholders;
* Ability to manage multiple priorities and concurrent projects, and to respond effectively as new priorities arise;
* Good time management skills.
* Willingness to work flexibly as part of a team in order to achieve collective targets and deadlines;
* Ability to undertake research and communicate your findings effectively;
* Highly motivated and have the ability to demonstrate initiative.

**Working Pattern**

* 35 hours per week, with one-hour unpaid lunch each day.
* 52 weeks per year.
* 21 days contractual annual leave, plus additional discretionary leave over the Christmas shut-down period (normally 3 days);
* When a bank holiday falls within a school term period, this is considered to be a working day and a day off in lieu will be given.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**