

Job Profile

Job Title:	Curatorial Assistant, Drawings & Archives Collections
Department:	Library (British Architectural Library)
Reports to:	Assistant Director, Drawings & Archives Collections
Hours:	35 per week

Overview / Job Purpose

Curatorial assistants represent the training or junior professional grade in the RIBA British Architectural Library (BAL) and post-holders usually have the chance to develop their careers by working in many different areas of activity, including study room duties, enquiry work, cataloguing, conservation, exhibitions, office management, administration and financial reporting. The Library's operations are extensively automated, involving use of WP/PC software, including spreadsheets and the Internet. Practical training in modern technical applications will form part of the job. The post-holder will be expected to have a flexible attitude and to work as part of a team. This post also provides support in the area of day-to-day administrative tasks in the Drawings & Archives Collections.

The post will be based in the Victoria and Albert Museum and will require the post-holder to gain knowledge of Museum procedures.

Duties

The duties set out below outline the range of activities currently required. They are not a comprehensive list. Duties may include:

- Assisting the Curators in the provision of public and exhibition services and the general running of the Collections and the care of their contents
- Operating the public information desk service at times determined by the Assistant Director, Drawings & Archives Collections
- Answering enquiries from personal visitors and via the Library's telephone, postal and electronic services
- Handling photographic orders and ektachrome hire, maintenance of photographic files, liaising with photographers
- Administering loans from the collections to internal and outside exhibitions
- Providing clerical, secretarial and administrative support as required, and administering accounts and invoices
- Assisting with the organisation and planning of temporary exhibitions
- Accessioning materials and some on-line cataloguing to AACR2 and MARC standards
- Simple conservation work under the direction of the Conservator.
- Maintaining records and statistics (currently on EXCEL databases)
- Providing management information services and maintaining up-to-date professional knowledge and skills
- Other tasks as directed, including assistance in other Collections.

Staff Responsibilities and Non-staff Resources

- Handles cash, cheques and credit cards as part of work
- Preparation of invoices for catalogue sales, ektachrome hire and loan fees (c.£10,000)

A list of duties in a job profile is not intended to be all-inclusive and other duties within the department may be required. Job profiles do not form part of the contract of employment. Job profiles will be reviewed annually and when necessary in accordance with organisational needs and any major changes will be discussed with the post holder.

Person Specification

Category	Essential	Desirable
Knowledge and Experience	<p>Knowledge of and interest in architecture.</p> <p>A few months experience working within a museum, library or archive gained either through paid or voluntary work or during study</p> <p>A few months administrative experience</p>	<p>Working knowledge of one or more major European languages other than English</p> <p>Administrative experience within an arts organisation</p>
Education / Training	<p>Good first degree or equivalent experience</p>	
Personal Skills	<p>Excellent verbal and written communication skills</p> <p>Ability to work effectively on own and as part of a team</p> <p>Conscientious and hard working with a flexible and helpful attitude</p> <p>Highly organised with the ability to prioritise</p> <p>Ability to remain calm and composed when under pressure</p> <p>Strong attention to detail</p>	

	Willingness to learn new skills	
Technical Skills	Knowledge of Microsoft Office, particularly WORD and EXCEL Good numeracy skills	Experience of administering accounts
Other Factors	Ability to work weekend sessions on a rota basis. Some attendance at evening meetings. Ability to handle and manoeuvre objects within the Collections	

Amended 05/09/07