

Breakthrough 2026 Job Description

Towner - Heritage Collection Assistant - Eastbourne

Employer name	Towner Eastbourne		
Employer Website	Towner Eastbourne		
Employer main contact	Liz Corkhill (Skills and Opportunities Producer 11 – 25)		
Employer email	liz.corkhill@townereastbourne.org.uk		
Start Date	28 th September 2026	Hours Per Week	25
Working week	9 -4 per day with unpaid 45 mins lunchbreak x 4 days per week. There may occasionally be a requirement to work outside of these hours, later working days or weekend working. We will give notice of this and will support with managing your time.	Hourly Wage	£12.71

Job Title	Heritage Collection Assistant
Company Overview	
<p>Who we are: Collecting and exhibiting contemporary art for 100 years, Towner Eastbourne sits where the coast and the South Downs meet. Towner presents exhibitions of national and international importance for audiences in Eastbourne, the UK, and beyond, showcasing the most exciting and creative developments in modern and contemporary art. Towner is now in the early stages of managing the care of Eastbourne’s varied Heritage Collection and is preparing for expansion onto a nearby farm site at Beachy Head.</p> <p>Towner is a free resource for the local and wider community. With a Learning Team who work closely to support local school, college and other visits, and with artists to offer new and engaging ways of exploring creativity. We deliver a programme of events for all ages, gallery engagement resources and skills development for those looking to experience work in the creative industries.</p>	

Our team is welcoming and friendly, committed to sharing our skills and experience.

Job Description

This is an opportunity to work with and learn from Towner's Historical Collections Curator. You will be supporting them with the organisation of the Eastbourne Heritage collection.

Towner has recently taken on the custodial management of Eastbourne Borough Councils existing Heritage Collections. This collection comprises approximately 20,000 artefacts, photographs and works on paper of local and regional significance, with strengths in local history and archaeology. Additionally, there is extensive photographic material charting the development of Eastbourne over the last 150 years.

You will be supporting with cataloguing and collections management of this collection.

As part of the curatorial team, you will assist in refining the documentation for the Heritage collection and will work with this system, comprising of both a paper and digital archive, to help with its ongoing management, location and storage.

You will ensure records are updated to reflect industry standards, as well as helping to identify material that could be deaccessioned from the collection.

This role will include:

- Working with the curatorial team to plan and follow procedures for improving the documentation of the heritage collections.
- Helping with the sorting through of material and objects, including assistance with deaccessioning (moving objects out of the collection where appropriate) procedures and finding alternative locations for deaccessioned materials.
- Managing and organising the upload of digital resources to the Towner server.
- Inputting data into Towner's Collection database for the Heritage Collections
- Working to a plan/schedule for the process for improving documentation for individual objects.
- Liaising with the Marketing & Communications team to provide archive images for website, press, publicity and social media purposes.

Training will be offered to the successful applicant, depending on their existing skills. This may include:

- Object handling
- Cataloguing
- Management of digital assets
- Database introduction
- Regular one to ones with a member of the curatorial team

The role will be split between the Heritage Collections Store, in Hampden Park (Eastbourne – 5 mins walk from Hampden Park railways station), and Towner Eastbourne (in Devonshire Quarter close to Eastbourne town centre and the seafront). There will also be opportunity to work from home/hybrid on certain days if this suits you.

Skills and development

We are looking for a trainee who is:

- Confident communicating with a broad range of people
- Enthusiastic, able to manage your own workload and work within a team
- Comfortable using basic digital tools – Outlook, Word and Excel and willing to learn new systems.
- Comfortable with administrative duties in a busy environment
- Confident working with digital images and using image software such as Adobe photoshop

Desirable but not essential:

- Experience and/or awareness of collections management
- Experience of collection databases
- Interest in and knowledge of archaeology, local history or military histories.

Employers advice: To demonstrate your excitement for this role we would recommend that in your application candidates talk about:

- An interest or focus on historical objects or local history
- What you think is exciting about working in a collection store
- How you think the skills, experience and interests you already have will be helpful to you in this role.

Personal Qualities

- Excellent communication and comprehension skills
- Ability to work independently, to work to deadlines and prioritise workload
- Highly organised with excellent attention to detail.
- Flexible team player willing to step in to support others.
- Punctual, reliable and organised.
- Pro-active and self-motivated
- ability to connect and share knowledge with a range of different audiences.

Future Prospects

Though this placement you will gain skills and experience which is useful in other arts organisations and in historical collections. During the course of the placement, you will

Employer logo here



meet and network with other creative individuals and organisations. Some of these conversations might develop into future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews. Many of Towner team have taken unconventional routes into their current work and are keen to share their experiences and the things they have learned along the way which will support as you move forwards.

Interview Date(s):

Most likely to be 2nd, 3rd or 4th September.