

Collections Officer

The Role We are looking to appoint a full-time Collections Officer to make a significant contribution to an exciting chapter in Cornwall's cultural history. We want an individual who shares our passion, empathy, grit and gusto to help deliver a new cultural venue for the county.

About Hall For Cornwall

Why do we exist? We're here for Cornwall's audiences to discover all that the arts can be. From 'I've never seen anything like it,' to 'I've had the time of my life,' to 'I feel a bit braver now,' we'll always innovate, entertain, excite and connect, across our diverse theatre, music, comedy, dance and digital platforms.

What do we do? We bring great shows to Cornwall; we make great work – and we do it all independently. We bolster schools and communities with projects that let people feel the power of performance, and we develop talent. We house creative businesses forging the industry's future, run a commercial ticketing service and showcase Cornish produce at its best.

How do we behave? With passion and empathy, grit and gusto

Our redevelopment On 2 June 2018, we closed the theatre to embark on the biggest transformation in our history – to ensure we can open-up the power of performance to more people than ever and allow the next generation to flourish. Over the last ten years, we have welcomed over 2 million people to 3,700 performances with 5,000 school bookings bringing over 100,000 young people to the venue. We've contributed £16million a year into the local economy and created hundreds of jobs and creative opportunities. Looking forward means reaching further. We want 200,000 people a year to come and see a show with us and want to give 50,000 more young people the chance to shine on stage and off, which is why we're building a new theatre for Cornwall. A new kind of public space in the heart of our county, where all are welcome, where the next generation can find its feet, where families and the community can come together to brighten their everyday and where Cornwall's creative talent can break new ground.

Job Description

Role	Collections Officer
Accountable to	Head of Arts Development
Contract	Fixed-term until 31 December 2020
Hours	37.5 hours a week; part-time job shares will be considered
Salary	£25,000 per annum

Job Summary

The Collections Officer will directly contribute to our *Revealing City Hall* project, which has been awarded a grant from the National Lottery Heritage Fund (NLHF) to deliver an ambitious programme of activity. Responsible for coordinating a growing collection of digitised items and oral histories, the Collections Officer will develop and lead a volunteer team to assist with delivering the aims of this exciting project.

This role is made possible by funding from the NLHF.

Main Duties and Responsibilities

Collection and research	<p>Develop and manage a new collection of digital artefacts, images, documents and histories related to the City Hall, HFC and the surrounding area.</p> <p>Develop the collection in-line with the project Collection Development Plan</p> <p>Coordinate the collecting of approx. 1300 digital archive items related to Truro City Hall and Hall For Cornwall</p> <p>Digitise items for addition to the collection</p> <p>Administrate and uphold the care, cataloguing and accessibility of collection content</p> <p>Ensure compliance with necessary policies e.g. Ethics, Collections, Interpretation, Accessibility</p> <p>Work with external partners to manage the appropriate depositing of physical artefacts and material</p>
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Administrate the copyright and licensing of collections related imagery and text

Deliver talks and tours related to the heritage of City Hall and the *Revealing City Hall* programme, and related volunteer training

Interpretation Assist with the copy writing and development of heritage interpretation content for web and print, across multiple platforms and audiences

Source and collate community-produced interpretation for the digital site

In conjunction with the Arts Development team, develop talks and tours as related to the heritage of City Hall and the *Revealing City Hall* programme, for the re-opened building.

Engage with local heritage organisations who hold archival material to enhance the HFC collection.

Education, learning and skills development Provide research, information and guidance for learning activities, including; Schools workshops, community activities, heritage related creative commissions and performers

Support and mentor FE/HE students, in agreement with their education provider

Support the creation and maintenance of a database of information supporting the *Revealing City Hall* programme.

Create a legacy programme for the continued accessibility of the project and its archives, post-funding.

Volunteers Recruit, train, and manage volunteers and devise a programme of volunteering opportunities for volunteer Collections and Research roles, assigning specific tasks and activity in accordance with the needs of the Collection Development and Activity plans

General Support HLF Activity Plan and Interpretation Plan reporting

Contribute to programme evaluation and funder reports

Carry-out evaluation tasking as required

Support the Arts Development team and wider organisation with general ad-hoc tasking, as required

Person Specification

Collections Officer

Working at Hall For Cornwall

Who we are At HFC we exist to give our customers stand-out experiences every time they connect with us. We want to share our restless curiosity for new ideas and embrace the tools of our modern world.

To do this, we all live-by the following values acting with **passion and empathy, grit and gusto!**

How we behave, we're all in! Respecting and valuing our customers; being open, kind and welcoming; being proud of our audiences and the way we programme for them; being reasonable and aware of all perspectives when tackling challenges; knowing we can all solve problems, individually or together.

Allowing everyone to have fun.

Essential

Experience Honours degree or equivalent professional experience
Knowledge of best practice in museum/archive interpretation and documentation
Working with and organising volunteers
Leading and supporting public engagement activities, such as reminiscence workshops
Creating digital learning material and other resources

Skills and abilities Excellent IT skills, including database management
Able to enthuse and direct the tasking others
Effective use of social media to publicise events and activity
Able to prioritise efficiently to manage a diverse workload

Personal attributes Clear communicator
Self-motivated and proactive
Personable manner and the ability to work independently and as part of a team
Driving licence and use of a vehicle
A clear DBS check will be required for this role

Desirable

Demonstrable Professional subject-related qualification
Experience of undertaking oral history recordings
Being part of an NLHF funded activity programme