



saving our past for the future

www.dmoft.co.uk
chairman@dmoft.co.uk

SCIO registered charity no. SCO41529

JOB DESCRIPTION –Trainee Curator, Dundee Museum of Transport

Hours – 25 hours weekly.

IDENTIFICATION

Post Title: Trainee Curator

Responsible to: Museum Manager

JOB PURPOSE

Provide leadership in all aspects of curatorial and archival work at Dundee Museum of Transport (DMoFT)

We are looking for an enthusiastic and ambitious individual who is able to lead on, and help further develop our exhibitions, events and collections projects at our independent museum, whilst working with the manager. Candidates will preferably hold a degree in a relevant discipline or be able to demonstrate some knowledge and experience of the museum sector. Otherwise, a passion for museums and a good work ethic is vital.

As Trainee Curator you will care for our Museum collections in line with the professional standards and processes required of an accredited museum. In accordance with our collection development policy, you will help to further build, develop and research our collection, and explore new ways in which the collection is displayed, stored and conserved, for the benefit of new and wider audiences.

The vacancy is only open to vulnerable unemployed 16 to 29 year olds, including carers, early service leavers (armed forces), care experienced, disabled, and young people with convictions and who are not on Specialist Employability Support (SES).

Please email manager@dmoft.co.uk to receive an application form. The deadline for applications is Friday 7th August at 5pm and interviews will be held on Wednesday 12th August.

PRINCIPAL WORKING CONTACTS

1 DMoT Manager

2 DMoT paid employees

3 DMoT volunteers

4 DMoT board

5 External museum, heritage and community organisations as appropriate

6 Local transport heritage organisations

7 External funders as appropriate

8 Public

MAIN DUTIES

1. Assist with the curation of the current Market Mews premises.
2. Assist with Collections Management development projects
3. Contribute to the development and implementation museum policy and accreditation documents, especially related to collections.
4. Communicate regularly with the Manager, advising on collections and exhibition related issues, and regulatory requirements as appropriate.
5. Responsible for overseeing the management of the museum collection.
6. Lead in the identification of external funding opportunities, participating in the creation, submission and implementation of bids as appropriate, especially for curation and collections management.
7. Assist with the recruitment and training of any volunteers.
8. Ensure that intellectual property regulations and legal and contractual obligations by third parties are adhered to at all times.
9. To develop a working knowledge in relation to the collections held and research aspects of the collection.
10. Manage loans in and out of the Collection.
11. Oversee environmental conditions and monitoring; security; pest management control; and emergency procedures in the exhibition space, and collections storeroom.
12. Answer visitor and research enquiries about the Collections face-to-face, by telephone and email.
13. Work alongside other colleagues to create integrated programmes of activities and events.

14. Attend regular meetings with the Museum Manager to update progress on all aspects of curatorial work, and to produce written reports as required/requested.
15. Contribute to articles and publications in relation to the museum collection.
16. Ensure compliance with professional standards of collections management and care i.e. object handling, conservation & storage; condition surveys; maintaining records & cataloguing acquisitions.

OTHER DUTIES This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.



Scottish Charitable Incorporated Organisation (SC041529)



Dundee Museum of Transport is an independent, volunteer-led museum that aims to preserve the transport heritage of Dundee and the surrounding area. We aim to enable our visitors to gain enjoyment, learning and inspiration from our collections, buildings and activities.