

MUSEUM COLLECTIONS MANAGEMENT GRADUATE INTERNSHIP

Royal College of Music Museum

Job reference number: 118-19



Applicant Information Pack

Closing date

9am 27 November 2019

Interview date

11 December 2019

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Job Description

Job title	Museum Collections Management Graduate Internship
Department	Museum
Grade	3
Hours of work	Part Time, (0.4 FTE). 2 days/week
Contract type	Fixed Term 3 months. January 15, 2020 – April 15, 2020
Responsible to	Museum Conservator and Museum Digitisation and Documentation Officer
Responsible for	n/a
Liaises with	Internal Curator; Museum Administrator; Digitisation & Documentation Officer; Museum Research Assistant; Conservator; RCM students and staff. External External contractors; Volunteers
Job overview	Provide administrative and hands-on support with relocation and documentation of the RCM Museum collection.

Key Responsibilities

Assisting the Museum Conservator with the retrieval of objects from an outside storage facility and relocation in the museum building. This includes preparing boxes and supports while the objects are temporarily housed during installation.

Assisting the Museum Digitisation and Documentation Officer with updating location and other documentation records, using collections management software.

Supporting other intern/volunteer/staff roles on issues related with the location and information management, as well as preparation for rehousing of the museum objects

Special Factors

- The candidates must be fit for: standing or sitting for long hours; wearing protections equipment; lifting up to 5kg alone or 20kg with help. Capable of working on a step-ladder.
- The working schedule will be set in advance by the Museum Conservator and Museum Digitisation and Documentation Officer.
- The nature of this role may necessitate some early start work on occasion, for which time in lieu will be given.

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	Educated to degree level in Museum Studies – Collections Management or equivalent.	Essential	AF
Experience, Skills & Knowledge	Solid knowledge in current Collections management practices in Museums.	Essential	AF, INT
	High standard of IT skills including Microsoft Word and Excel	Essential	AF, INT
	Experience working with archive or collections management software	Desirable	AF, INT
	Good verbal and written communication skills	Essential	AF, INT
	Well organised and able to plan tasks, achieve deadlines and prioritise effectively	Essential	AF, INT
	Experience in a museum or working with collections in a museum environment as a volunteer, student placement or staff	Essential	AF, INT
	High level of attention to detail	Essential	AF, INT
	Ability to plan tasks, achieve deadlines and prioritise effectively	Essential	AF, INT
	Capacity to keep Health and Safety awareness in a multifunctional space	Essential	INT
Personal Attributes	An appreciation of music and musical instruments	Desirable	AF, INT
	Welcoming, helpful and professional manner	Essential	AF, INT
	Positive approach to communicating with contractors and other museum individuals.	Essential	AF, INT
	Reliable, can work successfully on own initiative and work supportively as a member of a team	Essential	AF, INT
	Ability to work well under pressure and remain calm in a busy environment	Essential	AF, INT
	Willingness and ability to occasionally work outside of normal office hours	Desirable	AF, INT
	Comfortable assisting in moving objects up to 5kg (20kg with help)	Essential	AF, INT

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Museum Conservator within the scope and level of the post.

Terms & Conditions

Availability The post is immediately available from 15 January 2020.

Contract type Fixed term (3 months)

Hours of work This role is offered on a part time (0.4 FTE) basis.

Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday.

Salary RCM Pay Scale Grade 3, incremental points 6 – 8:

Spine points	Full-time salary*
6	£21,617
7	£21,948
8	£22,258

*inclusive of London Weighting allowance

**as this is a part-time post, the postholder will receive a proportion of the full-time salary

Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.

Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.

Work permit All applicants must be permitted to work in the UK and hold a relevant work permit where necessary.
This is not a role for which the RCM will act as a sponsor for a visa application.

DBS check Not applicable for this post.

Probation The post has a one months' probationary period.

Notice period The appointment will be subject to termination by not less than one months' notice. Notice during probation will be seven days' notice by either party.

Pension The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk. Arrangements exist for members to make additional voluntary contributions (AVCs).

Annual leave Full time staff are entitled to 210 hours (equivalent to 30 days) of holiday per annum, plus public holidays.

Part time staff will receive a pro rata entitlement for annual leave.

The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

Staff Benefits

Travel	<p>Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
Events	<p>There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.</p>
Eye tests & hearing tests	<p>The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.</p>
Employee Assistance Programme	<p>All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.</p>
Professional Development	<p>The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.</p>

About Us

The College	<p>Founded in 1882, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 800 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was named top institution for Performing Arts in the UK for a fourth consecutive year in the 2019 QS World University Rankings.</p>
Staff	<p>The RCM has over two hundred members of professorial (teaching) staff and over one hundred teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.</p>

Location The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

Department / Faculty The Royal College of Music Museum maintains one of the richest and most relevant collections of music-related objects in the UK and Europe. Standing in excess of 25,000 items, it represents a range of music-making activities over a period of more than five centuries. Highlights from the collection include the earliest known guitar in the world, the earliest stringed keyboard instrument and the best known portraits of Joseph Haydn and Farinelli.

The Museum building is currently undergoing an exciting redevelopment which will give it a new purpose-built gallery, a hands-on discovery area, access to a climate controlled performance space and a dedicated research area. The Museum is closed to visitors during construction work however many of its treasures can be accessed through an online catalogue and digital exhibitions. For more information please visit the [RCM website](#).

How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to recruitment@rcm.ac.uk or alternatively by post to Royal College of Music, Prince Consort Road, London, SW7 2BS.

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

Closing date 9am 27 November 2019

Applications received after the stated closing date will not be considered.

Interview date 11 December 2019

With some roles at the RCM second interviews may take place.

If you have any questions about this position or the application process please contact a member of the recruitment team on; recruitment@rcm.ac.uk; or telephone 020 7591 4784. If you need to receive this documentation in a different format, such as large print, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Professor Gabriele Rossi Rognoni
Curator of Musical Instruments
November 2019

