

Ullapool Museum

7 & 8 West Argyle Street
Ullapool, Ross-shire IV26 2XT



'Connecting Collections'

**A project to document, record and make accessible Ullapool
Museum's collections.**

JOB DESCRIPTION

Job Title:	Documentation Project Officer
Reporting to:	Helen Avenell (Curatorial Advisor), then to UMT Board representative.
Job Purpose:	To manage the installation and seeding of a new collections database for Ullapool Museum, integrating our object, photograph and image collections. To improve the management and organisation of our resources by connecting our collections, making them more accessible to our audiences. To work with existing and new volunteers in supporting them to develop new skills around documentation and collections management.
Remuneration:	Freelance post with set fee based on £150 per day for 45 days over a four-month period. Total contract payment: £6750 <i>(Some flexibility may be possible to concentrate or extend the hours within a shorter/longer overall time frame - but completing before March 2019).</i>

MAIN DUTIES & RESPONSIBILITIES

All activities to be carried out in collaboration with the Curatorial Advisor.

1. Management Functions

- Plan, organise and deliver the project within the schedule as approved by Ullapool Museum Trust.
- Manage recruitment, training and activities of the volunteer team.
- Develop team working and reporting arrangements with volunteers.
- Develop partnerships with local organisations and community groups.
- Manage the physical storage of all oral history recordings taking heed of security and preservation.
- Work within the guidelines of Ullapool Museum's Collections Development Policies.
- Liaise with website developer to keep project updated publicly.
- Work with UM Museum Administrator to manage financial administration of project.

2. Museum Collections/ Resources

- Liaise with UM Curatorial Advisor to identify and purchase Collections Management system.
- Lead data inputting of collections over the period of contract.
- Make links between existing photographic & object collections and oral history recordings to develop Museum's overall collections.

3. Oral History

- Ensure the project conforms to all relevant Copyright, Ethical and Best Practice guidelines.
- Identify all existing UM oral history recordings, working with volunteers to catalogue & index.
- Identify key subject areas linked to the museum displays/records to create a new online library.
- Identify relevant partners within local community groups.
- Work with UM Curatorial Advisor to ensure project is networked with other oral history projects and with the Oral History Society.

4. Special Factors

- Any other duties necessary to the accomplishment of the project.
- The nature of the work may involve the post-holder carrying out work outside of normal working hours.
- From time to time the postholder may be required to attend training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of Ullapool Museum.

3. PERSON SPECIFICATION

	Essential	Desirable
<u>Qualifications</u> Degree or Museums Diploma or equivalent		√
<u>Experience</u> Experience of gathering and curating oral history and reminiscence work		√
Experience in presentation of oral history materials e.g. exhibitions/website		√
Experience in working in a cross-generational field		√
Proven experience of: <ul style="list-style-type: none"> • Volunteer management • Liaison with media (press, radio, TV) • Working with local interest and community groups • Research in a historical context 	√	√ √ √
Relevant experience of: <ul style="list-style-type: none"> • Project management, including budget management • A strategic role in a defined project 		√
<u>Knowledge</u> History of parish of Lochbroom	√	√
Social/cultural history of NW Highlands		√
<u>Skills</u> Excellent verbal and written communication skills	√	
Proven time management and organisational skills	√	
Excellent ICT skills and ability to use Word packages	√	
<u>Motivation</u> Committed to aims and objectives of recording and enhancing the history of Lochbroom	√	
<u>Attitude and Temperament</u> Excellent inter-personal skills	√	
Proven ability to work to deadlines	√	

<u>Appearance and Health</u>		
Appearance acceptable to individuals and groups	√	
Good work attendance record over last 2 years	√	
<u>General Circumstances</u>		
Full valid driving licence	√	
Access to own method of transport	√	
<u>Factors not already covered</u>		
Must be able to perform all duties and tasks (with reasonable adjustment where appropriate) in accordance with the provisions of the Disability Discrimination Act 1995.	√	
Disclosure Scotland approved.	√	
Proven ability to work on own initiative and as part of a wider team	√	
Proven ability to get on with all ages/kinds of people	√	
Sympathetic, friendly, kindly approach to potential interviewees	√	