
JOB DESCRIPTION

Job Title:	Curatorial Assistant
Department:	Film & Video Archive, London
Responsible to:	Curator of Acquisitions and Documentation, FVA
Salary:	£18,505 to £21,427 (pay award pending)
Duration:	To 31 March 2009
Additional:	This post will be considered on a secondment basis for internal applicants. These posts will also be considered on a flexible working basis (i.e. job share or flexible hours).

Purpose of the Job

To view and catalogue selected films and videos (“films”) at an expert level in preparation for the transfer by the FVA of a proportion of its digital assets onto the web, as agreed under the terms of the Public Sector Research Exploitation Fund (PSRE). The outcome of this retrospective work will be greater accessibility to the Archive’s material.

Principal accountabilities

1. To view and catalogue at full summary level, and with meticulous spelling and historical accuracy, a range of edited and unedited films presently recorded at title level only. Depending on the subject and genre of the film, further research may be required in the documentation resources of the Archive, in the Department of Printed Books or elsewhere to create fully descriptive and contextualised catalogue entries suitable to the Museum’s specialist and general users. Differing levels of documentation appropriate to the varying nature of the films will be discussed, agreed and consistently applied to similar types of material.
2. To view a range of edited and unedited films presently catalogued at various levels, then to enhance the existing catalogue entries, in the manner described under paragraph 1.
3. To enter these new or enhanced catalogue records after proofreading into the Museum’s collections database system (presently DB/Textworks), in accordance with the Archive’s Cataloguing Rules. (Cataloguing formats may need to be adapted to match the new requirements of the Digital Assets Management System soon to be acquired by the Archive.)
4. To report at regular intervals on progress achieved.

Person Specification

	Essential Criteria	How this will be assessed
1	Degree in History or subject relevant to the Museum, or minimum of two years' experience working in related field.	Application form & Interview
2	Good knowledge of 20 th century history.	Application form & Interview & Film test
3	Experience of writing clear and accurate text.	Application form & Interview
4	Experience of using and editing a database.	Application form & Interview
	Desirable Criteria	
5	Previous experience of working in a museum, library, archive or other collections documentation environment.	Application form & Interview
6	Knowledge of modern British military history.	Application form & Interview
7	Knowledge of film and television history.	Application form & Interview
8	Knowledge of a foreign language.	Application form & Interview
	Key competencies	
9	Fully literate in English spelling and grammar.	Application form & Interview & Proofreading Test
10	Good general computer and keyboard skills.	Application form & Interview
11	Proven ability to work meticulously and consistently according to set standards.	Application form & Interview
12	Observant, with a good visual memory.	Application form & Interview
13	Very well organised and able to cope with a demanding workload.	Application form & Interview
14	Self-motivated, positive and friendly with a confident outlook.	Application form & Interview
15	Ability to work as part of a team.	Application form & Interview

Additional Information

Terms and Conditions

- Your normal hours of work will be 41 gross including lunch breaks. This would normally be Monday to Thursday 09:00 - 17:15 and Friday 09:00 - 17:00, unless otherwise agreed with your line manager. There may be a requirement on occasions to work unsocial hours or at weekends.
- The annual leave allowance is 22 days per annum (plus 9 days public holidays).
- The successful candidate will be on probation for 6 months.
- The Museum has a total ban on smoking in all of its buildings.
- The normal retirement age for staff of the Imperial War Museum is 65 years.

Salary

The salary range for a Curatorial Assistant is £18,505 to £21,427 (pay award pending). Starting salary is normally at the minimum of the range depending on experience. Salary increases are in line with the Museum's Performance Pay Scheme.

Benefits

The benefits listed below are discretionary and the Imperial War Museum reserves the right to vary or withdraw them at any time. All such benefits apply during the course of your employment only.

- The Museum is a member of the Civil Service Pension Scheme. Civil Service offers a choice of final salary and stakeholder pension, giving you the flexibility to choose the pension that suits you best.
- An interest free season ticket loan scheme after three months service.
- 20% discount in the Museum Shop.
- 25% discount in the Museum Restaurant.
- Concessionary rate at Morley College.
- Free entry to the majority of Airshows at Duxford.
- Free entry to most fee charging exhibitions in other National Museums.
- Continuous professional Training & Development opportunities.
- Enhanced maternity and paternity benefits linked to length of service.
- Child care vouchers
- Subject to the society's terms and conditions, IWM staff are entitled to membership of the Benenden Healthcare Society.

IWM staff also have access to the Civil Service Benevolent Fund.

Application & Selection

The candidates who appear from their application to meet the essential criteria will be invited to interview. **It is thus essential that your completed application form gives a full but concise description of the nature, extent and level of the responsibilities you have held. The shortlisting criteria and methods of assessment are detailed under the person specification. Please ensure that you address each of the areas that are to be assessed on your application form.**

For an application pack please visit our website www.iwm.org.uk and send your completed application form to recruit@iwm.org.uk.

Please ensure that your application clearly states whether you wish to work this post on a flexible basis, and if so how.

The closing date of receipt of application forms is Noon, Friday 28th September 2007

Interviews will take place on Monday 15th October 2007

Appointment to this post is subject to the completion of satisfactory security clearance and pre-appointment enquiries.

We regret that we are unable to reply to all applicants individually. If you have not heard from us within 3 weeks of the closing date, you should assume your application has been unsuccessful on this occasion.

For more details about all current vacancies, job descriptions and to download an application form, please visit our website at www.iwm.org.uk

The Imperial War Museum is committed to a policy of Equal Opportunities.

