

JOB PROFILE

Job Title:	Esmée Fairbairn Project Officer
Service Area:	North Hertfordshire Museum
Grade:	6
Reporting Manager:	Assistant Curator
Direct reports:	None

Job summary:

To lead the North Hertfordshire Museum's Esmée Fairbairn grant-funded project, to research and review colonial and other world collections with members of communities from the countries where the collections originated. To engage in dialogue with the local community and working together to help the museum service better understand, record and interact with its world collections in the future.

Key responsibilities:

Examine the museum's storage areas for colonial and world collections and bring the objects together into one location for the first time, to research and document.

Investigate and try to fill gaps in collections information, such as where objects came from.

Form and engage with a grouping of local people who have connections to origin areas of museum objects.

Work with the museum's collections management database eHive to better document colonial and world collections.

Present discoveries in the form of written information and talks to members of the public.

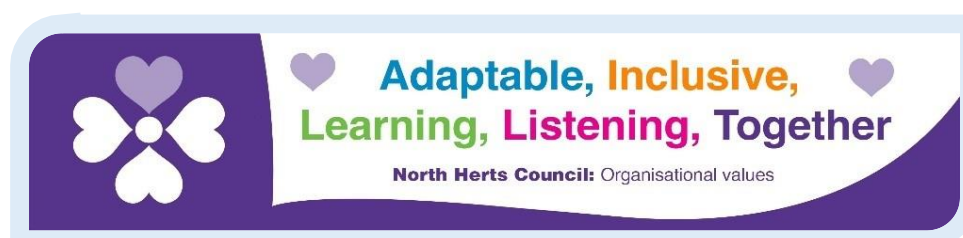
Work with the newly formed grouping of community members to help revamp the existing display of world collections, and help form a travelling exhibition inspired by the project.

Feed learning from this project into changes to museum policies/plans/procedures.

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](#)

Key Requirements:		Essential desirable
Qualifications:	Educated to GCSE standard or equivalent.	E
	Degree in relevant subject or significant experience in this area.	E
	Basic level certificates in Word and Excel.	D
Job related experience & knowledge:	Excellent keyboard skills and use of Microsoft Windows and Microsoft Office suite of programmes.	E
	Experience of guiding a project from beginning to end.	E
	Experience of working in museums or the heritage sector.	E
	Experience of creating accurate documentation.	E
	Knowledge and awareness of the concept of decolonisation in the museum and heritage sector.	E
	An understanding of historic world cultures.	E
	Experience of leading community based projects	E
	Experience of research in a museum or heritage setting.	E
	Experience of disseminating knowledge through public speaking and written text	E
	Experience in working with museum collections management systems.	E
	Experience of working with budgets.	D
	Experience of forming and maintaining positive relationships.	D
	Knowledge of Financial Regulations.	D
Experience of working on similar projects.	D	



Skills & attributes required for the role:	Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.	E
	Good level of written English	E
	Confident in working with and interacting with people of all ages and cultural backgrounds.	E
	Interest in museums and heritage.	E
	Interest in world cultures.	E
	Interest in working with the community.	E
	Cultural sensitivity to understanding the impact whilst engaging with different communities.	E
Other:	Experience of working as part of a team.	E
	Full driving license	D

Essential requirements should be the minimum standard that is acceptable and without which, the applicant could not do the duties of the post. Posts are graded under the Korn Ferry Job Evaluation Scheme on the essential requirements only.

Signed.....

Date.....

