TIVERTON MUSEUM of Mid Devon Life

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JOB ADVERT

Position: Collections Officer
Organisation: Tiverton Museum of Mid Devon Life
Location: Tiverton, Devon, UK
Closing date: 9am Monday 14th December 2026
Job Type: 12 months fixed term, part time (22.5 hours per week, with flexible working to be mutually agreed.)
Salary: £30,595 pro rata (22.5 hours per week for 52 weeks = £18,357).

Tiverton Museum of Mid Devon Life is looking to recruit a fixed term, part time Collections Officer. The role will involve undertaking a review of the collection with a strong element of community engagement to ensure we have a relevant, dynamic collection that we can use to celebrate a sense of local identity and place. It is particularly important to review the geographical scope of the collection given the possible upcoming change to a Devon unitary authority. The post holder will be supported by a Collections Consultant and a Community Engagement Consultant. The postholder will also develop and manage a team of volunteers who will support this project.

We are looking for someone with experience of working with collections in a museum or similar institution. The post holder must have an understanding of collections documentation and collections care. They also need to have good organisational and communication skills as this project involves engaging with stakeholders and the public, and managing a team of volunteers.

How to apply

Please send a letter of application (detailing how your skills and experience meet the job description) with your CV to director@tivertonmuseum.org.uk
Please include the contact emails for two people whom we may approach for references (these would be contacted after interview). The deadline for applications is **9am Monday 14th December.** Interviews are likely to take place on 6th January via Zoom, with the role ideally starting in February 2027.

If you have any queries prior to application please contact Pippa Griffith on director@tivertonmuseum.org.uk

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Collections Officer

Job Description

We have created a fixed term Collections Officer role as part of our project 'Streamlining the collection to create a sustainable museum for our community' which has been supported using public funding by the National Lottery through Arts Council England. This post will work for 22.5 hours per week for 12 months.

We are looking for someone with experience of working with collections in a museum or similar institution. The post holder must have an understanding of collections documentation and collections care. They also need to have good organisational and communication skills as this project involves engaging with stakeholders and the public, and managing a team of volunteers.

Accountability

The Collections Officer is responsible to the Director

Job Purpose

To undertake a review of the collection with a strong element of community engagement to ensure we have a relevant, dynamic collection that we can use to celebrate a sense of local identity and place. It is particularly important to review the geographical scope of the collection (currently matches Mid Devon District Council boundaries) given the possible upcoming change to a Devon unitary authority. The post holder will work with a Collections Consultant who will bring experience and expertise of collections reviews and rationalisation, and create the review methodology, and to work with a Community Engagement Consultant on the consultation with stakeholders and the local community. The postholder will also develop and manage a team of volunteers who will support this project.

Key Responsibilities

- To work with a Collections Consultant on a review methodology which will be informed by the community consultation.
- To work with a Community Engagement Consultant to establish a communication strategy and to consult with stakeholders and the local community on the geographical collecting area, and to gather views about the collections, what we hold, what we should retain and what we should collect in the future. These should include young people, and may lead to the creation of a young trustee position on the board.

- To liaise with colleagues to recruit collections volunteers with a focus on encouraging a diverse range of people. To manage a team of collections volunteers who will support this project.
- To liaise with the Director and Collections Consultant to arrange training and skills development for the volunteer team.
- To work with two subject specialist consultants to undertake significance reviews of:
    - Farming collection
    - Costume and textile collection

  To also involve community consultation and stakeholders in reviews of these collecting areas.
- To ensure the Collections Development Policy is amended following reviews and consultation (both around geographical area and topic, but also to highlight areas for contemporary collecting that the community consultation throws up). To produce an accessible, easy to read guide on the collections policy for everyday use with support from the consultants.
- To undertake reviews of the collection following the agreed methodology, and undertake any rationalization following sector guidelines (including the Museum Accreditation standard) and the museum's own policies, ensuring all paperwork and documentation is completed.
- Produce reports and updates as required for meetings, the Trustee Board and funding requirements.
- To support the evaluation of the project.

The post holder may be expected to undertake other duties that are commensurate with the, grade, range and nature of the post and level of responsibility.

Conditions of Service

Salary: £30,595 pro rata (22.5 hours per week for 12 months = £18,357).

Location: Based at Tiverton Museum of Mid Devon Life.

Hours of work: Average of 22.5 hours per week, with flexible working to be mutually agreed. (The museum is closed on Mondays, so hours of work would need to be undertaken Tuesday to Friday).

Contract: The contract is offered fixed term for 12 months, starting February 2027.

Leave: 16.8 days (126 hours) including statutory Bank Holidays per year. The museum is closed in the period between Christmas and New Year with extra days leave to accommodate this.

Notice period: This post is subject to a notice period of one calendar month.

Person Specification

	Essential	Desirable
Work Experience	Experience of working in a museum or similar organisation	Experience of reviewing collections
	Experience of collections documentation and collections care	Experience of working on funded projects.
Knowledge/skills	Excellent written and verbal communication skills	A relevant degree
	Strong interpersonal skills to engage with the public and volunteers	
	Ability to organize, supervise and inspire volunteers	
	Excellent organisational skills, with the ability to prioritise workloads and work flexibly	
	Good IT skills including use of Microsoft Word, Excel and Outlook.	
	Experience of using museum databases / collections management systems	
	Experience of managing workloads; your own and other peoples'	
	Ability to work on own initiative and unsupervised, as well as good team working skills	
	An interest in the collections and work of the museum	
Other job-related requirements	To work in a non-discriminatory way within an equal opportunities framework	