

JOB DESCRIPTION

Job Title:	Art Collections Cataloguer
Department / Unit:	Libraries Services: Art Collections
Grade:	RHUL 5
Accountable to:	College Curator
Purpose of the Post	
To research and catalogue the Art Collections ready for publication on the Art Collections' website.	
Key Tasks	
<ul style="list-style-type: none"> To research the provenance of works in the collections using the College's archives and other relevant sources. To help the Curator set up and implement the Ke Emu cataloguing system. To add content, including SPECTRUM-standard data and images to the Collections Management System, Ke Emu, ready for publication on the Art Collections website. To maintain all necessary collections records both electronic and manual. To organise the photography of works in the collection. To research the copyright status of the artworks and record this in Ke Emu. To undertake an annual audit of the Art Collections and update the locations on Ke Emu. To deal with internal and external enquiries about the Art Collections To give public talks on the Collections. To supervise visits to the Collections from researchers and the public. 	
Other Duties	
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>	
Internal and external relationships	
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <p>The Archivist Academic staff Students Members of the public Estates Security</p>	

Conferencing and Catering
Curators and staff at other national and local art collections and museums

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Degree in Art History or a related subject	E	
Postgraduate or professional qualification	E	
Experience of working in an art gallery or museum	E	
Skills and/or Abilities		
Excellent research skills ; proven ability to research using historical documents in an archive or similar historical collection	E	
Excellent computer skills; proven ability to use an electronic collections management system	E	
Proven record of writing art interpretation	E	
Excellent written and oral communication skills and the ability to make scholarly research accessible to a variety of audiences.	E E	
Excellent interpersonal skills, ability to relate to people in a friendly& confident manner	E	
Sound working knowledge of current standards of collections care and museum practice	E	
Ability to manage multiple tasks and meet deadlines	E	
Ability to work alone or as part of a team	E	

Experience Practical up-to-date experience of art handling, transport, storage and risk management Experience of auditing a collection Experience of public speaking	E E	D
Other requirements Capable of carrying out duties assoc. with post e.g. lifting and moving boxes, using ladders Ability to work some weekends and evenings	E E	