

## JOB DESCRIPTION



<b>Job Title</b>	Collections Moves Officer	<b>Duration</b>	Fixed term to September 2024
<b>Division</b>	Collections Care and Access	<b>Hours/FTE</b>	36 hours per week
<b>Dept</b>	Blythe House Decant	<b>Salary</b>	£26,217 per annum
<b>Reports to</b>	Collections Moves Team Manager	<b>Direct Reports</b>	None

### Context

The Museum is preparing for its biggest ever collections move with over 250,000 objects, an estimated 915 archives and associated Library collections moving from its current storage facility at Blythe House to a new collections and research centre at V&A East Storehouse in Stratford. The Storehouse will offer research facilities and increased public access to our internationally significant collections.

As part of the decant project team, the posts will be based at Blythe House and at Storehouse. The role offers the opportunity to work on large-scale collections move project and to develop your experience of location control, barcoding, collections handling. These posts will play an important role in ensuring that our collections are moved and correctly installed at Storehouse.

Flexible working, including early mornings or late evenings and occasional weekend working may be required during the move period, which is expected to complete in May 2024.

### Main Purpose of job

The posts will work closely with the wider V&A decant project collection team and transport contractors appointed to carry out the move of Blythe House collections. The posts will be responsible for supporting and providing guidance on the pack and move of objects by the transport contractor at Blythe House and the offload, unpacking and installation of objects at the Storehouse. It will involve location control, the creation of dispatch notes, the resolution of queries and updating of collection records on the Collection Management System (CMS) and ProCloud barcoding system. The posts will be hands and work across the wide range of objects at Blythe House and the Storehouse.

During the collection moves you will work alongside colleagues and provide support to ensure that object locations at Blythe House and Storehouse are accurately recorded and maintained, set up laying down spaces, indicate racking locations at the Storehouse and provide administrative support as needed to the move team. This essential work will help ensure that our collections are moved and installed safely with reliable location control information.

### Key Responsibilities

To carry out project work associated with readying the Blythe House collections to move. Work with other members of the V&A Decant Project team based at either Blythe House or Storehouse and support the packing, movement, offloading and installation of objects by working alongside and providing direction to the transport contractor.

To supervise and assist the appointed transport contractor and decant project colleagues with the physical move



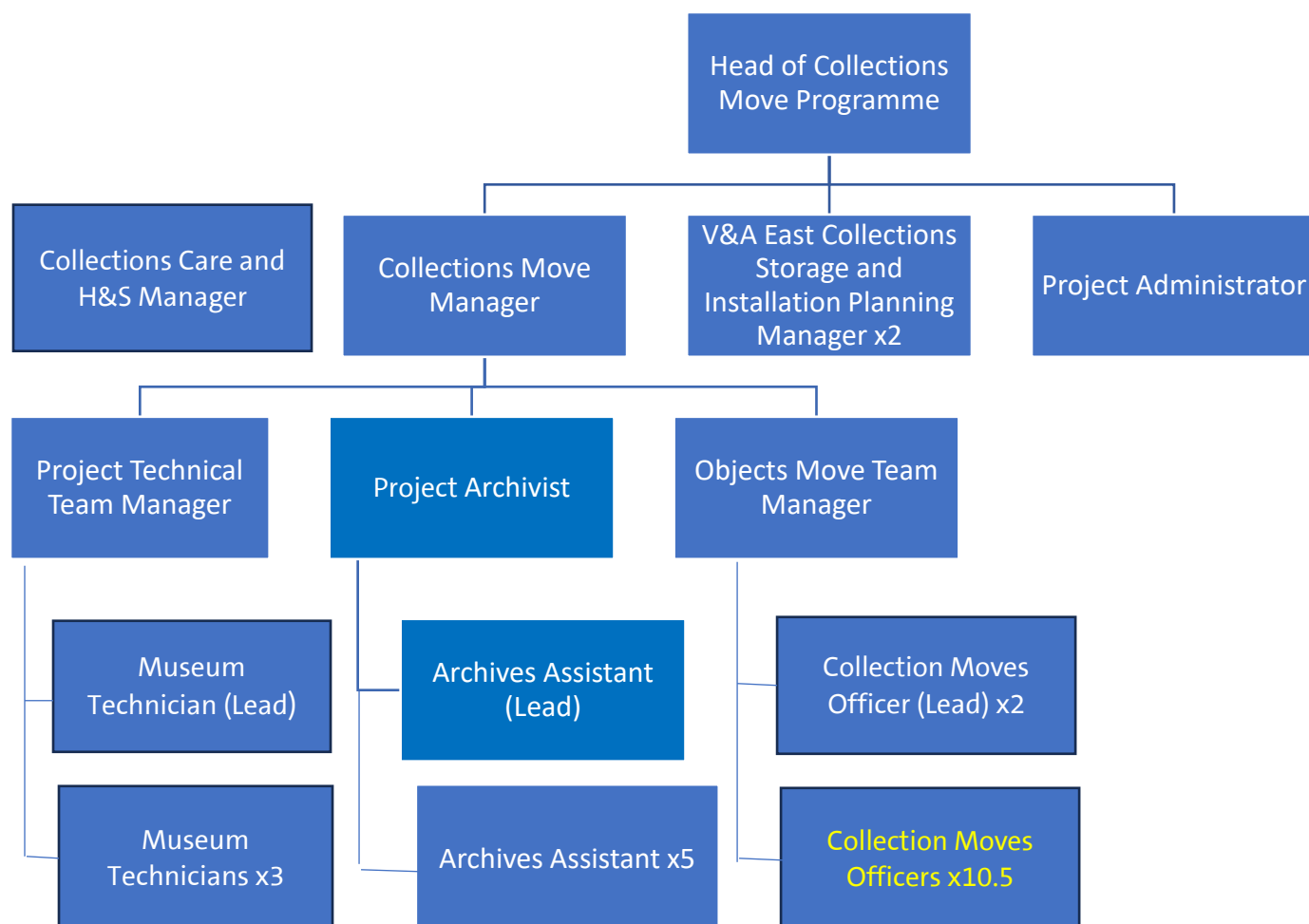
of the collections as required ensuring daily move quota is achieved and flagging any issues that may impact move. Providing documentation support to ensure that effective object location control is maintained. Dealing with queries, checking, and creating barcodes and updating ProCloud.
To create basic inventory records for any objects without any identifiable Museum Number. To enable location tracking by using the collections management system (CMS) and asset tracking system to update locations accurately and undertake regular quality assurance audits.
Undertake other duties as required relating to the collection moves decant including the provision of information for the collection moves dashboard, writing blogs, contributing to the Communication Plan, and sustaining communication links between Blythe House/Storehouse teams and wider decant project team.
To liaise with conservators, curators, and other internal stakeholders for guidance relating to specific collection related tasks and disseminate progress.
Be Health & Safety and security conscious, ensure familiarity and co-operation with all museum procedures and policies and report any incidences promptly.

*The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role.*

## PERSON SPECIFICATION

Job Specific	Proven experience of practical work with a museum collection or archive.
	Experience of using a collections management system or digital asset management system
	Experience of administrative work, preferably in a library or archive, records management, or similar environment
	Attention to detail and proven ability to maintain a high level of accuracy and motivation when performing routine and repetitive tasks.
Core Skills	Good standard of written English (GCSE Grade C equivalent) and numerical ability to perform a range of calculations
	Experience of communicating clearly, with the ability to adapt your communication style for different groups
	The ability to use MS Office and other relevant IT systems as appropriate for the role.
	Demonstrates flexibility and the ability to manage multiple tasks
Behaviours	<p><b>Equity</b> – Drive, inclusion, invite and value diverse perspectives. Actively listen and seek to understand. Act respectfully, show integrity, humility, and kindness. Champion equity and fairness every day.</p> <p><b>Creativity</b> – Be curious and ask questions. Find ways to think and act creatively. Explore new ideas, test, learn and adapt. Innovate, aim high and embrace possibility.</p> <p><b>Collaboration</b> – Connect and collaborate inside and outside the V&amp;A. Appreciate different roles and the value everyone brings. Take every opportunity to learn from others. Come together as one team and celebrate success.</p> <p><b>Sustainability</b> – Think today, act for tomorrow. Be responsible with time and resources. Own your actions, show genuine care. Make sustainable decisions, be climate conscious.</p> <p><b>Generosity</b> – Show passion and play to your strengths. Be open, listen well, sharing your knowledge and time wisely. Value your contribution, take pride in what you do. Proactively share balanced, constructive feedback.</p>
Desirable	<ul style="list-style-type: none"> <li>• Proven experience of working on a collection move or collection store decant.</li> <li>• Experience of using a barcoding system.</li> <li>• Knowledge and experience of collections management and care work.</li> <li>• A proven interest in the work of the V&amp;A Museum.</li> </ul>

## Position in the team



Hours: Net working hours (i.e., excluding meal breaks) are 36 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.

### Equal opportunities at the V&A

At the V&A we strive to ensure that opportunities to work and develop at are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. At the V&A we have a good gender balance however in certain departments, such as IT, we welcome female applicants and, in our exhibitions, or development teams, we welcome male applicants.