



THE TANK MUSEUM

## **Archive & Supporting Collection Manager**

### **Role Description**

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The Tank Museum brings the story of tanks and their crews to life, with the world's best collection of tanks in modern, awe-inspiring exhibitions.

The Museum houses some 300 vehicles, representing every major conflict since the First World War. Our moving exhibitions tell the story of this British invention; from the mud of the Somme, to the beaches of Normandy and the deserts of Iraq – featuring powerful stories from the soldiers that fought in them.

Around 200,000 people visit Dorset's largest indoor attraction each year, with the annual TANKFEST event drawing visitors from across the globe. The Tank Museum has a global online reach, with a large supporter base and following on a range of social media platforms.

This is underpinned by the outstanding national importance of The Tank Museum's collections and the expertise of those who care for them. Alongside vehicles, the collections include medals, images, documents, personal papers, books, weapons and memorabilia.

The Museum is situated in Bovington which is regarded as the 'home of the tank', as it was here that some of the first tank crews were trained during the First World War. It remains home to the Royal Armoured Corps today. The Museum was founded in 1923 as a teaching resource for the Tank Corps. Over the past decade, the museum has transformed itself into a leading 21st century military museum.

As Museum of the Royal Tank Regiment and Royal Armoured Corps, The Tank Museum is a registered charity which has been part of Arts Council England's National Portfolio since 2018.

### **The Archive & Supporting Collection**

The Archive & Supporting Collection is a Place of Deposit for The National Archives. It is the UK's foremost research centre on the subject of armoured warfare and holds documents, photographs, technical drawings, microfiche, maps, moving images, books and journals directly related to the Royal Armoured Corps and particularly the Royal Tank Regiment. The supporting collection includes uniforms, firearms, stowage, models and fine art. The Archive & Supporting Collection supports in-house and external research, on-site and online exhibitions and commercial activities.

As the Archive & Supporting Collections Manager you will be crucial in the daily running and promotion of the Archive & Library service to ensure the provision of an effective resource and information service both for The Tank Museum and a wide range of external users and partners. You will have previous experience in an archive or special collection library along with a degree, or postgraduate qualification in Library or Archives Management. As a great people manager, you will be required to develop your team to deliver the highest standards to ensure The Tank Museum continues to be a world class museum.

## Role Profile

<b>Job Title</b>	Archive & Supporting Collection Manager
<b>Department</b>	Collections Department
<b>Key Relationships</b>	The Public, Collections Staff, History Department, Media Department, Exhibitions Department, Marketing Department, external partners e.g. MOD, Military Museums and local heritage-related institutions.
<b>Overall Job Purpose</b>	<p>As part of the Collections Team, to develop, manage and promote the Archive &amp; Supporting Collection to ensure the provision of an effective resource and information service, both for The Tank Museum and a wide range of external users and partners.</p> <p>Responsible for the Museum's cataloguing function, which includes the Archive &amp; Supporting Collection Study Centre and photographic section.</p> <p>Responsible for the collections care of the Archive &amp; Supporting Collection material.</p> <p>The Archive &amp; Supporting Collection Manager will play an essential role in promoting the service and supporting The Tank Museum to be a world class museum.</p>
<b>Key Accountabilities</b>	<p>Staff Management</p> <ul style="list-style-type: none"> <li>• Manage the staff and volunteers of the Archive &amp; Supporting Collection to achieve maximum efficiency and to support them in their professional development.</li> <li>• Maintain a safe, attractive and stimulating work environment for users of the service, staff and volunteers.</li> <li>• Maintain up-to-date professional awareness and be responsible for training and self-development.</li> </ul> <p>Collections Management</p> <ul style="list-style-type: none"> <li>• To develop and innovate, thereby ensuring that the supporting collection and archive demonstrates best practice and meets all professional standards.</li> <li>• Assist in the appraising and cataloguing of new collection items, including donations.</li> <li>• Main lead for appraising back-cataloguing and conserving items already in the collection.</li> <li>• To ensure that the Archive &amp; Supporting Collection meets the Accreditation Standard as determined by The National Archives.</li> <li>• Developing and project managing digitisation, preservation and cataloguing projects including writing bids to funding bodies.</li> <li>• Management of the on-site Archive &amp; Supporting Collection's enquiry service, ensuring efficiency and cost-effectiveness.</li> <li>• Strategic management of the collections database (TRACER).</li> <li>• Develop in-house collections care skills and knowledge.</li> </ul> <p>Environmental management</p> <ul style="list-style-type: none"> <li>• Ensure industry standard environmental conditions are maintained for the collections.</li> <li>• Specify future storage requirements</li> </ul> <p>Safety &amp; Security</p> <ul style="list-style-type: none"> <li>• Ensure safety and security arrangements for the archive and supporting collections are</li> </ul>

	<p>in place and maintained to appropriate standards.</p> <p>Regulation/Financial management</p> <ul style="list-style-type: none"><li>• Manage the resources and budget of the Archive &amp; Supporting Collection, including purchase of collection items, purchasing conservation materials and being responsible for all monetary transactions.</li><li>• Manage image/license sales for photographic material.</li><li>• Ensure collections accessioning procedures are meeting industry standards.</li></ul> <p>Relationships</p> <ul style="list-style-type: none"><li>• Promote the Archive &amp; Supporting Collection to outside organisations, encouraging use by a wider audience. Liaise with the Museum's History Research Department and Marketing Department to ensure visibility and profile for the service.</li><li>• Support the rest of the organisation including participating in events and supplying information to other departments as appropriate.</li><li>• Represent the Museum at external meetings and events.</li><li>• To seek out and develop appropriate partnerships with relevant third-party bodies, where this will further the key aims and objectives of The Tank Museum.</li></ul>
	<p>The duties and responsibilities in this job are not restrictive and the post holder may be required to on occasion undertake other duties. This will not substantially change the nature of the post.</p>

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree and/or postgraduate qualification in Library, Archives or Collections Management.</li> </ul>	<ul style="list-style-type: none"> <li>• CILIP or Archive equivalent</li> <li>• Wider museum collections management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous work in an Archive or Special Collection Library</li> <li>• Experience of working with the public</li> <li>• Experience of managing a team of staff and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Knowledge of digitisation and digital preservation.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• High levels of initiative and ability to take responsibility</li> <li>• Ability to act as lead advocate for the supporting collection and archive and to deliver talks/presentations about the service</li> <li>• Be able to communicate verbally and in writing with a wide range of individuals and organisations</li> <li>• Attention to detail and accuracy</li> <li>• Good organisational skills</li> <li>• Effective time management skills</li> <li>• Enthusiastic</li> <li>• Outgoing</li> <li>• Positive and committed</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in military history and armoured warfare</li> <li>• Knowledge of 20<sup>th</sup> century history</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Ability to support evening weekend events when required</li> <li>• Prepared to be security cleared</li> </ul>	