



THE TANK MUSEUM

## **Archive and Supporting Collections Officer**

### **Role Description**

---

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.

### **Archive and Supporting Collections**

The Archive and Reference Library 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, maps, moving images, books and journals directly related to the Royal Armoured Corps and particularly the Royal Tank Regiment.

The Archive and Supporting Collections Officer will play an essential role in supporting the Archive in dealing with visitor enquiries and will be the first point of contact for researchers wishing to visit the Archive's Reading Room to carry out on site research. The post-holder will also be part of the cataloguing team and involved in digitisation projects and assisting in aspects of collection care both in the Archive and Supporting Collections.

## Role Profile

<b>Role Title</b>	Archive and Supporting Collections Officer
<b>Department</b>	Collections
<b>Key Relationships</b>	Archive and Supporting Collections Manager, Archive and Supporting Collections Assistant Manager, the wider collections team.
<b>Overall Role Purpose</b>	As part of the Collections team, to assist in the development, promotion and daily running of the Archive & 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.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• To assist with ongoing, and new, digitisation and cataloguing projects for both the Archive and the Supporting Collection, to include scanning and photography of the collection.</li> <li>• To assist in all aspects of collections care such as, housekeeping, pest management and preventative conservation.</li> <li>• To offer appropriate support to the rest of the organisation including the participation in Museum events.</li> <li>• Answer enquiries, both written and oral, for internal and external researchers</li> <li>• Supervise the Reading Room and meet and greet visitors</li> <li>• Update and supervise the use of the MERAC system</li> <li>• Provide talks and tours to a variety of groups when required such as Behind the Scenes.</li> <li>• Contribute articles and written content for Museum publications such as Tracklink.</li> <li>• Identify the correct locations for books and documents within the Archive.</li> </ul>
	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.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level or equivalent</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous work in an Archive, Library or Museum</li> </ul>	<ul style="list-style-type: none"> <li>Experience of digitisation and digital preservation</li> <li>Experience of handling and caring for museum objects and/or archival material</li> <li>Experience of researching in Archives</li> <li>Previous knowledge of providing content for website and social media platforms</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Computer literate with experience of scanning and cataloguing</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>Personal aptitude &amp; skills</b>	<ul style="list-style-type: none"> <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>Ability to work in a small team but also able to use own their own initiative with minimum supervision.</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Enthusiastic</li> <li>Outgoing</li> <li>Positive and committed</li> </ul>	
<b>Other requirements</b>	Ability to support evening and weekend events when required	