



THE TANK MUSEUM

Archive & 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 350 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.

Our Values

The values of The Tank Museum underpin the work of our team. Whilst there are a great variety of roles, specialisms and professions across the organisation, we all share a common approach in our mission to tell the story of the tank and the people that serve in them.

- **We are PASSIONATE.** We are authoritative and driven and we display this daily with our enthusiastic and rigorous approach to work.
- **We are AMBITIOUS.** Driven by an aspiration to be the best, we strive to be better. We channel our creativity and competitiveness to make us innovative, forward thinking and flexible to challenges.
- **We CARE.** We work hard because we believe in the cause of the organisation. We are welcoming and friendly to all our visitors. We are inclusive, fair and considerate of each other, showing great respect for our collections and for the stories we tell.
- **We display INTEGRITY.** We are knowledgeable about our subject and professional in the way in which we conduct our business. We act responsibly and embrace responsibility. Our ethical

grounding guides us to do the right thing by our audiences, our supporters, our collections and by each other.

Archive and Supporting Collections

The Tank Museum Archive 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 Supporting Collection houses the Museum's object collection with the exception of vehicles. It spans four stores and includes, amongst other items, uniforms, medals, flags, weapons, ammunition, models, art, radios and technical instruments. The Archive & Supporting Collections team consists of 7 persons and manages and cares for both the Archive & Supporting Collection.

The Archive & Supporting Collections Officer will play an essential role in answering visitor enquiries and will be a 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 catalogue physical and digital archival collections using our TRACER collections database and independently develop cataloguing projects. They will also be involved in digitisation projects, assist in all aspects of collection care and will be required to assist others in the Archive & Supporting Collections team where needed.

Role Profile

Role Title	Archive & Supporting Collections Officer
Department	Archive & Supporting Collections - Collections
Key Relationships	Archive and Supporting Collections Manager
Overall Role Purpose	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.
Key Accountabilities	<ul style="list-style-type: none"> • To assist with ongoing and new cataloguing projects, mainly for the Archive, and to include scanning and photography of the collection. • To assist with digitization projects for the archival collection. • To answer enquiries, both written and oral, for internal and external researchers. • To supervise the Reading Room, meet and greet visitors and handle enquiry payments. • To work as a team with the rest of the department to solve problems, look after the collection, provide information and learn new skills. • To support the long-term oral history collection with collection administration and by conducting interviews when required. • To provide talks and tours to a variety of groups when required such as Behind the Scenes. • To assist in all aspects of collections care such as, housekeeping, pest management and preventative conservation if required. • To offer appropriate support to the rest of the organisation including the participation in Museum events.
	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
Qualifications	<ul style="list-style-type: none"> Degree level or equivalent in a relevant subject. 	<ul style="list-style-type: none"> Postgraduate Degree in Archival Studies.
Knowledge & Skills	<ul style="list-style-type: none"> Computer literate with experience of scanning. Knowledge of cataloguing processes and software. Knowledge of basic preservation principles for archival material. Demonstrable interest in history. 	<ul style="list-style-type: none"> Knowledge of digital preservation methods and structures. Interest in military history and armoured warfare. Knowledge of 20th Century history.
Personal aptitude & skills	<ul style="list-style-type: none"> Be able to communicate concise and clear on paper and in person. Have a high level of attention to detail and value accuracy. Have good organisational skills. Have effective time management skills. Be open to continuously learn and ask others for assistance. Have the ability to work in a small team but also able to use their own initiative with minimum supervision. 	<ul style="list-style-type: none"> Have experience of working in a small team.
Experience	<ul style="list-style-type: none"> Previous work in an Archive or with museum collections for at least 1 years. 	<ul style="list-style-type: none"> Experience with digitisation and digital preservation. Experience of researching in Archives.
Other requirements	Ability to support evening and weekend events when required.	