



THE TANK MUSEUM

CATALOGUING & RESEARCH ASSISTANT KICKSTART PLACEMENT

The Tank Museum is offering a placement for a Cataloguing and Research Assistant to work in the Research Department team.

This will provide a hands-on opportunity to work on cataloguing and research within the Tank Museum Research Team. The museum's Archive is a place of deposit for the National Archives and the UK's foremost research centre on the subject of armoured warfare.

The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over recent years, the Museum has dramatically transformed from a training aid for the Army to a 21st century Museum aspiring towards access and excellence for all. Based at Bovington Camp, the home of the tank, the Museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a very strong supporting collection of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. Current displays tell the story of the tank from its inception in 1915 to the recent war in Afghanistan. The entire collection has Designated Status. In 2018

As part of the Research team Research Assistant will work under the supervision of the Research Project Manager on a range of cataloguing and Archive & Library Projects supporting the work and objectives of The Tank Museum.

At the end of the 6-month period the placement will have gained valuable working experience and training on cataloguing and research. You will have a more compelling CV with hands on experience in cataloguing and research in a large and successful Museum.

A relevant qualification would be desirable with some experience of working in a similar environment. More important is a keen interest in 20th century military history with the desire to pursue a museum or research career.

ROLE PROFILE & Person Specification

Job Title	Research Assistant	
Function	Research Department	
Reports To	Research Project Manager	
Overall Job Purpose	As part of The Tank Museums Research Department, the post-holder will work under the supervision of the Research Project Manager in assisting in the cataloguing of material onto the TRACER database, together with researching and collating material for ongoing Tank Museum projects	
Key Accountabilities	<ul style="list-style-type: none"> • To assist with ongoing, and new, digitisation and cataloguing projects for both the Archive and the Supporting Collection. Catalogue material onto the TRACER database. • To assist with providing related content for the Museum's website and social media platforms. • Assist the Exhibition Team with Archive and Library material. • Assist with inventory and sorting projects. • Assist in other Museum tasks to gain work experience and respond to the Museum work flows. • Attend daily operations meetings to understand daily issues. 	
Person Specification	Essential	Desirable
Qualifications	Relevant degree ie History or professional/vocational qualification in a related field.	
Experience		<p>Previous work in an Archive, Special Collection Library, or curatorial team.</p> <p>Project Management Skills.</p> <p>Experience of research digitisation and digital preservation.</p>
Knowledge & Skills	Good IT skills	A knowledge of 20 Century History and military history..
Personal Aptitude	<p>Good attention to details</p> <p>Well organised</p> <p>An interest in military history</p>	
Disposition	Enthusiastic & willing to learn, Positive and committed, Good humoured	
Other requirements	Ability to support evening and weekend events when required	

