



THE TANK MUSEUM

## **Registrar**

### **Role Description**

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#### **Archive and Supporting Collections Team**

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 Registrar role sits within the Archive & Supporting Collections team but supports all three collections; Archive, Supporting Collection and Vehicles, with the administration and processing of the records, documentation and procedures relating to acquisitions, disposals and loans of the Tank Museum collections, and recording of new donations.

## Role Profile

<b>Role Title</b>	Registrar
<b>Department</b>	Archive & Supporting Collections - Collections
<b>Key Relationships</b>	Archive & Supporting Collections Manager, Supporting Collections Assistant Manager, Vehicle Collections Manager
<b>Overall Role Purpose</b>	The role holder will undertake the duties of Registrar through the administration and processing of the records, documentation and procedures relating to acquisitions, disposals and loans of The Tank Museum collections, and recording of new donations.
<b>Key Accountabilities</b>	<p><b>Tracer</b></p> <ul style="list-style-type: none"> <li>• Manage the cataloguing of new donations using our MuseumsIndex+ collections management database, Tracer.</li> <li>• Liaise with the Tank Museum Workshop department to maintain up-to-date records of vehicle movements and conservation work.</li> </ul> <p><b>Registrar</b></p> <ul style="list-style-type: none"> <li>• Ensure the security and accuracy of the Accession Books are maintained to the highest levels and that they are kept up-to-date.</li> <li>• Maintain and create the administrative procedures, files and templates, relating to acquisitions, disposals and loans to SPECTRUM standards. Generate the necessary correspondence relating to these procedures.</li> <li>• Administer the preparation/updating of the Collections Management Plan for the Museum including Museum Accreditation papers, Disposal and Loan procedures etc.</li> <li>• In consultation with the Archive &amp; Supporting Collections Manager or Assistant Manager, oversee the administration of the donation of items to the Museum, and ensure that its administration is completed correctly.</li> <li>• Deliver the Museum's loan policy, process and procedure ensuring a consistent and practical approach in maintaining the associated correspondence and records.</li> <li>• Ability to apply professional knowledge and judgement to assist and support Collections staff undertaking acquisitions and disposals.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Liaise with a wide range of internal and external individuals and organisations.</li> <li>• Act as Minutes Secretary for the Collections Committee and Collections Team donation meetings.</li> </ul>

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level or equivalent in a relevant subject.</li> </ul>	<ul style="list-style-type: none"> <li>Museum, Library or Archive qualification or have substantial relevant experience in a similar organisation.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working as a Registrar in a Museum, Gallery or with similar legal administrative duties.</li> <li>Experience corresponding with external parties regarding contracts, ideally in a Heritage setting.</li> <li>Experience of using a Collection Management System (CMS).</li> </ul>	<ul style="list-style-type: none"> <li>Experience with 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>Experience of cataloguing collections using a Collection Management System (CMS).</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Excellent computer skills with proficiency in using databases and Microsoft Office.</li> <li>Knowledge of SPECTRUM procedures, especially on the subject of loans, GDPR, Copyright, Freedom of Information requests and other legal requirements.</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>Attention to detail and accuracy with an inquisitive and proactive attitude.</li> <li>Strong organisational and time-management skills, to be able to manage multiple projects and competing priorities.</li> <li>A strong, clear communicator with the ability to foster excellent working relationships with a diverse range of individuals and organisations, both within the Museum and externally, whilst maintaining high levels of discretion and diplomacy.</li> <li>Ability to work in a small team, but also be able to use own initiative and with minimum supervision.</li> <li>Calm under pressure.</li> </ul>	
<b>Other requirements</b>	Ability to support evening and weekend events when required.	