



THE TANK MUSEUM

Research Assistant

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.

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.

The Research Department

The Research Department exists to provide specialist and in-depth knowledge of The Tank Museum's subject and collections in order to supply appropriate material in a timely manner to meet the demands of other Museum departments and external customers. It is by no means the only source of this knowledge across the museum, but it has the capacity and resources to dedicate more time to its production.

The Research Assistant will work under the supervision of the Research Manager on a range of online image and video content, publishing materials, military engagement and archive cataloguing tasks to support the work and objectives of Department and The Tank Museum. They will develop a knowledge of the subject, collection and museum structure in order to suggest and provide the most appropriate and varied material for the required content.

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

Role Profile

Role Title	Research Assistant
Department	Research Department
Key Relationships	Research Manager, Historian, Curator, Senior Researcher, Archive and Supporting Collections Team, Media Production Team
Overall Role Purpose	To support the Research Department and Museum with the timely provision of appropriate visual, written and spoken material to meet the needs of internal and external customers.
Key Accountabilities	<ul style="list-style-type: none"> • To help provide research, scripts and content for the current and new social media channels of the Tank Museum in order to meet an agreed programme of output. • To assist with providing catalogued material and related content for the Museum's website and social media platforms. • To assist with ongoing, and new, digitisation and cataloguing of material for the Museum's TRACER collections database, meeting Gold, Silver and Bronze standards. • To assist with identifying material from cataloguing tasks that has further exploitation potential on appropriate social media channels and forthcoming exhibitions. • To assist with the Museum's support to the Ministry of Defence, primarily through preparing and conducting tours of the collection. • To help research and assemble material for the Museum's publication programme (a range of original and reprint books, magazines, photo series etc). • To proof-read and error check material produced by themselves and others. • To assist the Exhibitions Team with research for displays. • To assist in other Museum tasks to respond to the Museum work flows ie help with guiding cover, events such as Tankfest. • To help build and maintain positive relationships across departments through attending daily operations and weekly progress meetings as required.
	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"> • Relevant degree ie History, or professional/vocational qualification in a related field.
Experience	<ul style="list-style-type: none"> • Familiarity with C20 military history. • Experience of meeting deadlines. 	<ul style="list-style-type: none"> • Previous work in an Archive, Special Collection Library, or curatorial team. • Experience of research digitisation and digital preservation. • Knowledge of using primary and secondary sources in an Archive and Research Library.
Knowledge & Skills	<ul style="list-style-type: none"> • High standard of written English and proof-reading. • Ability to deliver at pace to a high standard. • Ability to write and deliver verbal presentations. • Ability to tailor material to suit different audiences. 	
Personal aptitude & skills	<ul style="list-style-type: none"> • Attention to detail. • Self-motivated. • Dedicated and diligent. 	
Disposition	<ul style="list-style-type: none"> • Comfortable with rapidly changing priorities to meet evolving tasks. 	
Other requirements	<ul style="list-style-type: none"> • Ability to support other Museum tasks including Guide cover, and evening and weekend events when required. 	