



## Advert to appoint a Collections Officer

**Contract: COLLECTIONS OFFICER**

**Contract Manager/Reports to: The Hockey Museum Curator**

**Hours: 3 days a week (or 22.5 hours), must include Tuesdays and Wednesdays**

**Salary: £28,750 pro rata (i.e. £17,250 for a 3-day week)**

**Contract: Permanent contract**

**Location: Woking, Surrey**

### 1. Overview

1.1 The Hockey Museum (THM) is a relatively young but dynamic independent charity museum founded in late 2011. It achieved full Museum Accreditation from Arts Council England and the President's Award from the International Hockey Federation (FIH) for preserving hockey heritage, both in 2018. THM is the only public museum for (field) hockey in the world. THM's progress and growth has been rapid as its profile, professionalism and the wealth of new hockey heritage collections continues to rise. THM's premises is in Woking town centre, in Surrey.

1.2 We are looking for an enthusiastic Collections Officer with proven collections management skills, a meticulous attention to detail and outstanding organisational skills to oversee the maintenance and delivery of collection management procedures to the standards appropriate for an accredited museum. Sporting knowledge is desirable but in no way essential for the role. Reporting to the Curator, the Collections Officer will join the Museum's Curatorial Team of staff and key volunteers. We are looking for a Collections Officer who enjoys working with people. Together with the Curator, they will coordinate and supervise the work of THM's volunteers.

1.3 THM is committed to the continued professional development (CPD) of its employees. An annual budget is available to cover associated costs and, within reason, CPD is supported within contracted working hours.

1.4 THM is committed to continuing to develop a diverse and inclusive environment for its staff, trustees, volunteers, and visitors. The Board has adopted five Equality, Diversity and Inclusion (EDI) Commitments which can be found on THM website. We welcome applicants who meet the role criteria, irrespective of background. Applications will be reviewed against the essential criteria and shortlisted for interview. Personal information will be anonymised and/or kept separate from applications when preparing the interview shortlist.

### 2. Role Description

The Collections Officer will be responsible for:

- The management and development of the museum collection, archive and library.
- The day-to-day management, tasking, supervision, and training of the team of volunteers responsible for making progress against the Collections Plans in consultation with the Curator.
- Support the delivery of the museum's re-accreditation with Arts Council England, in particular the review and delivery of The Hockey Museum's Collections Plans.
- Undertake and supervise data entry; check, develop and improve object metadata to the highest standards.

- Maintain and implement the suite of collections management policies, plans and accompanying Procedural Manual under the direction of the Curator and in adherence to Spectrum. Ensure that all policies and procedures relevant to collections work are closely followed and reviewed on a regular basis.
- Support the Curator in implementing the Collections Development Policy and lead on processing acquisitions and disposals through documented procedures.
- Maintain and evolve the collections database within Modes Complete, The Hockey Museum's collections management system, and ongoing documentation and location control.
- Undertake duties as Registrar for the collections, including the maintenance of the Museum's digital accession register.
- Support the Curator in collections enquiries including offers of sale and donation.
- Assist visitors, students, staff and volunteers consulting the collections and archives for research.
- Manage the Museum's approach to storage at the Woking site to ensure the security and safe storage of the collections.
- Attend Curatorial Team meetings, tracking and contributing collections management data and reporting on progress against collections management objectives.
- Maintain the collections management budget, agreeing purchases with the Curator.
- Serve as an advocate for The Hockey Museum collections.

### **3. Person Specification**

#### **Knowledge and Experience**

##### **3.1 Essential**

- A degree in a relevant subject **or** an appropriate professional qualification **or** a minimum of 2-3 years of comparable cultural sector knowledge and experience.
- Demonstrable experience of working to collections management policies and procedures to the standards appropriate for an accredited museum.
- Experience using collections management software.
- A sound understanding of collections care, including environmental monitoring and pest management procedures.
- Evidence of the ability to plan work to meet agreed standards, deadlines, and budgets.
- Excellent organisational skills and a meticulous attention to detail.
- Demonstrable experience of supervising volunteers.
- Awareness of the need to identify hazards within the collection and the ability to contribute to an assessment and management of the associated risks.
- Excellent oral and written communications and a mutually supportive and collaborative team working style.
- Experience of retrieving and handling objects, carrying out movement and re-location, including from ladders, traversing stairs or equivalent.

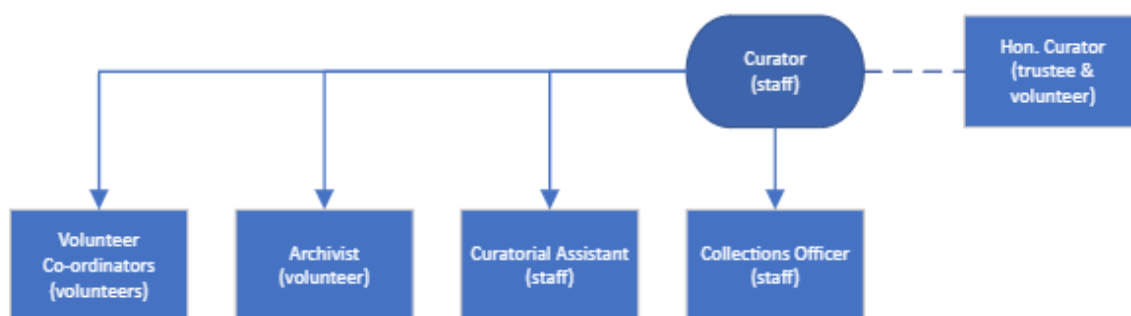
##### **3.2 Desirable**

- Knowledge of collection rationalisation.
- Knowledge of collection auditing.
- Knowledge of collection digitisation, digital preservation, and digital asset management systems.
- Knowledge of working with and cataloguing archives/knowledge of ISAD(G) archiving standards.
- Ability to manage a variety of personalities and different support needs.
- Interest in or understanding of (field) hockey.

#### 4. About The Hockey Museum (THM)

4.1 THM is an independent museum set up as a Charitable Incorporated Organisation (CIO) – a ground-breaking, innovative venture that has created the world’s first museum and archive dedicated to the preservation and celebration of hockey’s fascinating story. The Museum understandably has an England and Great Britain focus but following its formal partnership with the International Hockey Federation (FIH) and in the absence of any other hockey museum globally, it has taken on an increased international flavour expanding its collecting and storytelling remit to the world governance of hockey and large international hockey tournaments.

4.2 The Museum has a Board of 10 Trustees; its Curatorial Team of staff and key volunteers run the day-to-day operations led by the Curator.



4.3 THM’s Charitable Objects are:

*Advancing the education of the public in the history and development of hockey and its antecedents, in particular by establishing or maintaining a museum for the permanent exhibition and preservation of items of education and/or historic value.*

4.4 The Hockey Museum’s Vision is:

*Inspiring people to embrace hockey’s values by sharing engaging hockey stories through innovation and inclusivity.*

4.5 Through its partnerships with England Hockey and the FIH, THM has staged several successful exhibitions and displays at international hockey events and clubs in addition to its in-house exhibition in Woking. To date, THM has supervised two hockey history PhDs in collaboration with university partners and supported several other graduate and post-graduate research projects, as well as hosting academic placements alongside its programme of volunteering. THM holds over 80,000 items across its collection, archive and library. It runs a programme of oral history interviewing that captures the lived experiences of hockey people adding valuable historical context to its tangible heritage collections.

#### 5. Terms and conditions

**Salary:** £28,750 pro rata (i.e. £17,250 for a 3-day week)

**Holidays:** 20 days plus 1 additional day per full year worked up to a maximum of 23 days pro rata, plus Bank Holidays falling on days worked.

**Hours:** 3 days a week (or 22.5 hours), must include Tuesdays and Wednesdays.

**Remote working:** Given the collections focus of the role, there is a requirement to be regularly on site working with the collection, however there is scope for remote working when undertaking administrative tasks, by agreement with the Curator.

**Contract:** Permanent contract

**Location:** Woking, Surrey

To apply please email a covering letter and a CV to Evelyn Somerville (THM's HR lead) at:  
[evelyn.somerville@hockeymuseum.org](mailto:evelyn.somerville@hockeymuseum.org)

Please submit a covering letter addressing the criteria as set out in the essential criteria above, and provide contact details for two referees, at least one of whom is/has been involved in museum work.

**Closing date for applications: Friday 1 November. Interviews will take place in November 2024.**  
**Interview location: The Hockey Museum, Woking.**