

Project Officer: NHRM Online

The National Horse Racing Museum celebrates the town's status as the historic home of horseracing and sporting art. It was officially opened by Her Majesty The Queen on 3rd November 2016 and sits at the heart of the community on a five acre site in the centre of the town. NHRM is home to three charities: The National Horseracing Museum, the British Sporting Art Trust and the Retraining of Racehorses charity. Supported by the Heritage Lottery Fund, Forest Heath District Council, Suffolk County Council, the Racing Industry (including the Jockey Club, Tattersalls, Weatherbys and the Racing Foundation) as well as many private trusts, foundations and individuals from the world of horseracing and beyond, the museum is an important partnership between the public and private sectors.

Job Description

Fixed Term contract: 3 days per week, for 5 months.

Pay: £23, 000 pa (pro rata)

Responsible to: The Packard Curator, The National Horse Racing Museum, Newmarket.

Main purpose of Job:

The National Horseracing Museum holds a nationally significant collection of horseracing memorabilia, and cares for the collections of the British Sporting Art Trust. The Project Officer: NHRM Online will support the project team working towards making the NHRM collections publicly available online.

Start date: November 2021.

Key Responsibilities:

- Deliver a programme of data entry in the Collection Management System (MuseumPlus), to enhance object records.
- Support record improvement by ensuring the collection is recorded to relevant collection documentation standards, e.g. SPECTRUM 7.0 and is compliant with licences, legal requirements and statutory obligations.
- Support processes to release records to public view.
- Digitisation of selected items in consultation with stakeholders.
- Uphold preventive conservation and collection care standards when working with collections.

- Work with on-site electronic systems and equipment alerting stakeholders when problems occur.
- Support community programmes to improve access to NHRM collections online.
- Undertake any other relevant tasks as required.

What are the main work pressures and challenges?

Maintaining compliance and quality under pressure.

Having a flexible approach to requests and tasks.

Prioritising effectively whilst working across museum projects.

Key Dimensions:

No direct reports but the role may be required to supervise, or work with, volunteers.

Collaboration with colleagues across the Museum at all levels.

Quality assurance

What are the performance targets or standards:

Collection locations are entered efficiently and accurately.

Projects run to time, and any issues are reported early and appropriately.

Conformance with national collections documentation standards.

Who are the main contacts of the jobholder?

Packard Curator: direct reporting: liaising, consulting, advising.

Museum Director: reporting, liaising, consulting, advising.

Community Engagement Team: liaising, consulting, advising.

Commercial and marketing team: liaising, consulting, advising.

Museum assistant: liaising, consulting, advising.

BSAT Administrator: liaising.

Volunteers: liaising, advising.

Personal Specification

	Essential	Desirable
Education	A'levels in relevant subjects or equivalent experience	Degree in a relevant subject, or equivalent experience.
Specific technical/professional skills & experience	<p>IT literate with proficiency in Excel and Word</p> <p>Understanding of UK collection management systems and documentation standards (SPECTRUM 7.0)</p> <p>Experience using Collection Management System(s) (data entry and retrieval)</p> <p>Proficiency in creating digital images.</p> <p>Experience handing and caring for museum collections.</p> <p>Awareness of different museum audiences and stakeholders.</p>	<p>Understanding of documentation systems and experience of working with MuseumPlus.</p> <p>Ability to synthesise and report on information orally and in writing.</p> <p>Awareness of potential handling and hazard issues when working with museum collections</p>
Work experience, likely former jobs	Work in a museum or heritage attraction in the fields of collection management or documentation.	
Specific managerial skills	<p>Excellent co-ordination and time management and ability to plan and prioritise effectively.</p> <p>Highly developed organisational skills</p> <p>Ability to grasp detail</p> <p>Experience of working to deadlines.</p>	Experience of working within museum projects.

Specific interpersonal skills	<p>Excellent communication skills, both written and verbal.</p> <p>A flexible approach to work and the ability to maintain the role under pressure</p> <p>Self-motivated</p> <p>Ability to work within a variety of different teams</p>
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Equality

The National Horseracing Museum believes in the employment and advancement of people solely on their ability to do the job required. When recruiting people, we will therefore disregard their gender, marital status, race, age, colour, nationality, ethnic origin, religion and sexual orientation. There will be no discrimination on the basis of disability.

To apply

Please send your CV and a covering letter explaining your interest in this post and relevant experience and qualifications, together with details of at least two referees. Please also indicate if there are any restrictions to you taking up employment in the UK and if so, provide details.

Applications should be sent via email to: abell@nhrm.co.uk ,or in writing to

Annette Bell, NHRM, Palace Street, Newmarket, Suffolk. CB8 8EP

DEADLINE FOR APPLICATIONS: 1200 on 18th November 2021

