

Co-Collections Manager (Collections Information) at Chesham Museum



Chesham Museum tells the story of the town and its people over its long history but particularly from the 18th century to the present day. Since its inception in the early 1990s the Museum has acquired a substantial archive of images, artefacts, documents and audio material. The Museum has moved its home to Chesham Town Hall, from where visitors can access a selection of objects from the collection and speak to volunteers about getting involved further. The new space is open 2 days a week on a (Wednesday and Saturday) from 10am to 3pm.

What the role involves

- Cataloguing information on new and existing objects within our database
- Monitoring and recording the movement of collections' inside and outside of stores.
- Resolving collections inquiries through email
- Navigating the collections database to locate and physically retrieve specific objects to support other departments
- Working alongside other Co-Collections Managers to support the Visitor Services Manager with larger-scale museum projects
- Working alongside other Collections Managers to develop and make best use of collections volunteers and stewards to support collection information work.

Would suit you if you

- Have a keen eye for detail
- Are good with computers
- Have administrative skills and/or experience

What you would expect from us

- A full induction
- Optional quarterly 1 - 1 Career Professional Development (CPD) sessions and signposting to wider training opportunities and sector-specific meetings.
- Access to free volunteer-only events and programming
- Project-related work may come with offer of a fee, commensurate with project size, duration and the post-holder's experience and securing of grants to cover such costs.
- Reasonable expenses will be paid.

To apply for this voluntary role, please send an email with your CV to communications@cheshammuseum.org with your full name and "Co-Collections Manager - Collections Information" in the subject line.

Applications close 15th January 2025