

Robert Gordon University
University Library
Collections Assistant

Job Description

Job Title: Collections Assistant Reports to: Director of Library and Learning Services Responsible for: N/A Location: Sir Ian Wood Building, with regular travel to other campus buildings; occasional hybrid working	Working hours: 35h/week Working pattern: 0900-1700 Monday-Friday Grade/Salary: G2 Position type: Permanent, full time
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Purpose of role

To assist the Collections Coordinator in the day-to-day operation of the Art and Heritage Store, supporting the storage, security, documentation and lending of collections and contributing to high standards of collections care. To actively develop a knowledge of the items in the Collection and deal with first level enquiries from staff, students and other stakeholders. To assist with the care and curation of the objects and promote engagement with the Collections across the University and wider community.

Job Context

The university library is located at the heart of RGU's Garthdee campus in the iconic tower of the Sir Ian Wood Building. We provide a comprehensive range of services and resources to enhance learning, teaching and engagement activity across all university and wider communities. As the gateway to collections, we facilitate access to over 100,000 print book titles, more than 200,000 e-book titles and over 36,000 e-journals and other online serials such as newspapers and conference proceedings. We also steward the university's unique art and heritage collections and manage the institutional repository which showcases the innovative and globally recognised work created by RGU researchers.

The library is an active partner in the delivery of the university's refreshed strategy, championing inclusive and sustainable approaches to all areas of our work, contributing to a vibrant and welcoming campus environment, driving research and the development of a strong research culture and is central to the provision of an excellent student experience.

RGU library is comprised of five core teams: Academic & Customer Support, Art and Heritage, Collections & Discovery, Digital Systems, and Research Support, supported by an administrator. In addition, cross functional teams bring together staff with diverse skills and experience to progress a range of service improvement projects.

The RGU Art and Heritage collections comprise over 8,000 objects, including work created by university alumni, together with additional materials reflecting methods of teaching and study in art education, engineering, pharmacy, life science and domestic science. The collections celebrate the

creative culture and talent formed in the North-East of Scotland while providing a record of industrial, pedagogical and technological change. In addition to contributing to RGU teaching and research, the collections serve as a catalyst for wider academic and community engagement, enhancing wellbeing, widening access and interdisciplinary work.

Main Duties

Collections Stewardship

- Contribute to the development of policies and procedures relating to Art and Heritage collections.
- Carry out the care, management and security of collections in line with current procedures.
- Maintain a safe, secure and tidy work area and high standards of storage, equipment maintenance and object handling.
- Undertake regular audits, condition checking, environmental and pest monitoring. Report on results, implement improvements and escalate issues where necessary.
- Accession new and donated acquisitions and manage disposals in line with the Collections Development Policy, marking and labelling objects appropriately.
- Catalogue collections to SPECTRUM standards, inputting data to the collection management system and generating reports as required.
- Assist with the identification of conservation requirements and undertake cleaning of collections and storage/display areas as appropriate.
- Assist with the digitisation of Art and Heritage objects, produce prints for users and maintain a good working knowledge of photography and digital imaging.

Team Working

- Work collaboratively with occasional volunteers, demonstrating day-to-day activities, equipment and systems.

Loans, Exhibitions and Engagement

- Promote engagement with Art and Heritage collections by contributing to the development of a programme of temporary exhibitions.
- Install exhibits, dress display cases and create object labels, developing an understanding of best practice in museums interpretation.
- Monitor visible and UV light levels in areas where collections are installed, escalating any concerns.
- Assist with the installation and removal of objects on loan within the University, liaising with internal borrowers and ensuring documentation is completed in line with procedures.
- Transport collections, or arrange their transportation, as required.
- Contribute to the creation of rich and engaging content on social media.
- Develop an in-depth knowledge of the Art and Heritage collections and deal with first level enquiries.

General

- Undertake manual handling duties in line with health and safety protocols.
- Keep up to date with continuing professional and technical developments in relevant areas.
- Undertake the role in line with the university's core values: [Our Values | RGU](#)

This job description is not exhaustive, and the role holder may be required to undertake other relevant duties as reasonably required by the university. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.

Due to the requirement for active and hands-on work with collections, the role holder will be expected to work mainly on campus, with some limited opportunities for hybrid working.

Person specification

This table lists the essential and desirable requirements needed to carry out this role effectively.

- **Essential:** requirements without which a candidate could not undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short-listing stage.
- **Desirable:** requirements which would enable a candidate to perform the job well. When short-listing, these criteria will be considered when multiple applicants meet the essential requirements.

Qualifications and Professional Memberships	Essential	Desirable
Educated to Standard Grade level (GCSEs) or equivalent vocational qualification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge and Experience		
Knowledge or experience of working in a museums or heritage environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of working in an environment requiring a high degree of accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working in a team and independently	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of metadata or cataloguing standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of using a collections management system	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of exhibition planning, installation and picture hanging	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of capturing and processing digital images	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills		
Clear communication skills, both written and verbal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong customer focus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work alone and as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Capacity to be flexible and learn new skills in a changing environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organisational skills, including the ability to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrable IT skills (competent in use of MS Word, Excel and Outlook)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to carry out manual handling activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holds a full UK Driving License	<input type="checkbox"/>	<input checked="" type="checkbox"/>