

Robert Gordon University
University Library
Collections Coordinator

Job Description

Job Title: Collections Coordinator 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: G4 Position type: Permanent, full time
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Purpose of role

To manage the day-to-day operation of the Art and Heritage Collections Store, overseeing the work of the Collections Assistant and occasional volunteers and coordinating the storage, security and lending of collections while maintaining high standards of collections care. Create, update and quality check records on the collection management system to ensure that collections are discoverable. Promote engagement with Art and Heritage collections to enhance learning, teaching, research and to raise the profile of the University locally, nationally and internationally.

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.
- Oversee the maintenance of the Collections Store, ensuring a safe, secure and tidy work area and high standards of storage and object handling.
- Oversee the work of the Collections Assistant in relation to audits, condition checking, environmental and pest monitoring, providing guidance when required and liaising with Estates and external contractors as necessary.
- Accession new and donated acquisitions and manage disposals in line with the Collections Development Policy, marking and labelling objects appropriately.
- Conduct occasional provenance research in compliance with due diligence procedures and best practice.
- Catalogue collections to SPECTRUM standards, inputting data to the collection management system, editing and enhancing records to aid discovery.
- Assess and record conservation requirements and coordinate treatment, liaising with external specialists as required.
- Photograph and digitise objects, ensuring these are discoverable and accessible via the digital archive. Secure image and copyright permissions and facilitate the provision of copies to users and other stakeholders.
- Work with the Director of Library and Learning Services to support and maintain accredited museum status.

Team Development

- Oversee the work of the Collections Assistant, providing advice and ensuring team tasks are carried out to required standards.
- Monitor and advise occasional volunteers, carrying out inductions, demonstrating tasks and providing training on day-to-day activities, equipment and systems.

Loans, Exhibitions and Engagement

- Promote engagement with Art and Heritage collections through loans to internal and external venues, individual viewings, group visits and temporary exhibitions.
- Ensure effective coordination and documentation of internal and external loans, arranging object transportation, contracts and loan agreements where needed.
- Contribute to exhibition and display planning, proposing suitable themes/content and liaising with academic staff, the Look Again Director and other internal and external stakeholders.

- Oversee the preparation, correct handling, suitable mounting and preventative conservation of exhibits.
- Proactively check and maintain objects on display, monitoring local environmental conditions and escalating concerns.
- Create object labels and use knowledge of best practice in museum interpretation to engage diverse audiences with Art and Heritage collections.
- Coordinate marketing and the production of promotional materials and work with the Collections Assistant to create rich and engaging content on social media.
- Research and reply to verbal and written enquiries.
- Play an active role in sectoral networks to raise the profile of RGU Art and Heritage collections, keep abreast of developments, potential projects and funding opportunities.

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 and use these to inform service development.
- 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
Degree in Museum or Heritage Studies or arts-related discipline	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Educated to HNC, NVQ3 or equivalent standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge and Experience		
Minimum of 3 years' relevant work experience in a museums or heritage environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of best practice in collections management and care	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of cataloguing to SPECTRUM standard	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of using a collections management system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of exhibition planning, installation and picture hanging	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of capturing and processing digital images	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skills		
Clear communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong customer focus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effective team working skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem solving capability including ability to deal with/react to unforeseen problems or issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effective supervisory skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holds a full UK Driving license	<input type="checkbox"/>	<input checked="" 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"/>