Information for Applicants
CURATORIAL ASSISTANT
ARCHAEOLOGY

Ref: MSCAA 02/13

Salary: £15,976 - £18,795

Closing Date: 15th March 2013 (Noon)
Curatorial Assistant - Archaeology

Thank you for your interest in this post. I enclose an application form, information pack, job description and person specification.

When completing the application form please pay particular attention to the personal specification. You should show that you meet the essential criteria person specification and many of the desirable criteria. See further guidance notes.

Please complete the equal opportunities monitoring form which is attached to the application. This information is used by the Human Resources Department to monitor the effectiveness of the Equality Statement and will remain completely confidential. It will not be seen by anyone responsible for recruitment to the post. Curriculum vitae are not accepted in place of the application form.

The closing date for applications is 15/03/13 (noon). Interviews will take place on 02/04/13. If you have not heard from us two weeks after the closing date, please assume your application has been unsuccessful on this occasion.

Disabled applicants, who may require aids and adaptations for either the interview or job itself, should contact the Human Resources Department (2782620 / 2782606).

I hope I have given you enough information to complete your application but if you have any questions please contact me.

Yours sincerely

Catriona Cawthorne
HR & Training Manager
Museums Sheffield: Who are we?

Museums Sheffield is the charity responsible for four of Sheffield’s major cultural attractions. We exist to bring the best exhibitions in the country to the city, to connect our visitors with art, history, and the world around us, and to care for the many treasures entrusted to us.

Unlike many council-run regional museums and galleries, we are an independent organisation (a charitable Trust), though we do receive the majority of our funding from Sheffield City Council. The collections and buildings we operate still belong to the city – Museums Sheffield is tasked by the city with managing their conservation and offering high quality public access.

9 dates that shaped us

1998 – Sheffield Galleries & Museums Trust was established to take over management of Sheffield’s non-industrial museums and art galleries from the city council.

2001 – The Millennium Gallery opens as the city’s flagship gallery space. Partnerships with London’s Victoria & Albert Museum, National Portrait Gallery and Tate ensure that Sheffield plays host to some of the best touring exhibitions in the country.

2004 – Museum services in Sheffield, Leeds, Bradford, Hull and York together form the Yorkshire Museums Hub – a government funded network to improve museum and gallery provision in the county. Sheffield Galleries & Museums Trust is chosen as the Hub lead partner.

2006 – The City Museum and Mappin Art Gallery are re-opened as the £19m Weston Park Museum. Year one visitor targets are met just three months after opening.

2007 – Refurbishment work (the Rise & Shine project) begins at the Graves Art Gallery (now Museums Sheffield: Graves Gallery). This work continues until 2009 and beyond, updating the décor and facilities at the Graves to contemporary standards.


2011 – The Ruskin Collection at the Millennium Gallery is refurbished and re-displayed after a major fundraising campaign. Restless Times becomes our most successful exhibition ever. Local government spending cuts impact on opening hours, with the Graves Gallery in particular seeing hours reduced.

2012 – Museums Sheffield is unsuccessful in a bid for Arts Council England Major Grants funding in January, leading to a programme reduction and a number of redundancies. The Family in British Art surpasses Restless Times as our most popular exhibition. Kim Streets takes up the post of Chief Executive. A bid for Arts Council England Strategic Support funding later in the year is successful, enabling the organisation to lay solid foundations from which to develop the business.
Our people

Museums Sheffield employs around 70 staff, based at our Museums and at offices in the city centre. Chief Executive Kim Streets reports to a board of volunteer trustees, currently headed by Chair Sandra Newton, who steps down in November 2012. Sandra will be succeeded by Gordon Bridge, ex Master Cutler and Director at AES Engineering Ltd.

The staff across Museums Sheffield deliver a broad range of work, from finance and facilities management through to caring for the city’s collections, exhibition production and learning activities.

Museums Sheffield’s staff prides themselves on being visitor-focussed – we’re all here to help visitors make connections whichever part of the organisation we work in.

Our Museums

Museums Sheffield: Millennium Gallery
‘The world to Sheffield’
The Millennium Gallery is one of modern Sheffield’s landmark public spaces, and receives the largest volume of visitors of all our sites. As well as being home to the city’s unique Ruskin and metalwork collections, the museum hosts some of the finest touring exhibitions in the country.
‘The world to Sheffield’ is a phrase which guides the museum’s exhibitions – we believe Sheffield is an international player and deserves the very best.

Museums Sheffield: Graves Gallery
‘Sheffield to the world’
From its art deco frontage, to the polished brass bannisters and golden oak floors, Graves Gallery is an unashamedly classic art gallery experience. Appearances can be deceptive though – the Graves is home to the city’s historic fine art collection, but it is also a showcase for contemporary art of every description, while the ongoing refurbishment programme is breathing new life and colour into the Gallery.
As home to the city’s collection of paintings, the Graves is where we show our fine art wares to the world. The name ‘Graves’ comes from JG Graves, the businessman who funded the building of the gallery and donated many of the city’s artworks.

Museums Sheffield: Weston Park
‘Sheffield to Sheffield’
Weston Park has surpassed all expectations since re-opening and become that rare thing – a modern museum where the visitors, and not the stuffed animals, are the most important creatures. The Museum is much-loved by residents of Sheffield, many of whom visit again and again. As our most family-friendly site, visitors with children can simply wind up and release, but there is plenty of treasure here for adults too, including the real story of Sheffield, from its geological roots to the people, politics and music that shaped the modern city.
A changing exhibition programme at the Museum is intended to give visitors many reasons to return in the future. Weston Park is also one of the oldest weather stations in the country, and provides important information to the Met Office.
Museum Sheffield

JOB DESCRIPTION

Job Title: Curatorial Assistant - Archaeology

Responsible to: Curator of Archaeology

Responsible for: Volunteers

Key Task

Collections and audiences are at the heart of Museums Sheffield. The Curatorial Assistant - Archaeology will work with the Curator to champion access to the Archaeology collections through collections management, enquiries, displays, events and digital platforms as well as tackling the backlog of Archaeological material. In addition the post-holder will offer assistance to regional partners and will be expected to travel and work throughout South Yorkshire.

The Archaeology Collection comprises material dating from pre-history to the twentieth century, predominantly from the Peak District and South Yorkshire. The collection also comprises non-British Archaeology including ancient Egyptian, Greek and Roman objects as well as including coins, medals and tokens.

The post-holder will demonstrate an adaptable and pragmatic approach to their work in supporting the future success of Museums Sheffield.

Specific Tasks

1. To report to the Curator of Archaeology and deliver against Museums Sheffield’s strategic plan.

2. To assist in the development and use of the Archaeology collections, to contribute to fundraising applications as opportunities arise and to ensure delivery against any agreed external project objectives.

3. To work with the Curator to increase access to the Archaeology collections through enquiries, loans, events, displays and through digital platforms, publications and research.

4. To assist in the storage, security, environmental monitoring and movement of the Archaeology collections to Accreditation standards.

5. To undertake all aspects of Archaeology documentation, including data input, digitisation and the development of manual and digital systems to professional standards.

6. To assist with research in order to facilitate the acquisition of objects within the Archaeology collections in line with the agreed acquisitions policy.
7. To assist the Curator of Archaeology in the implementation of the new Archaeology Deposition Policy at Museums Sheffield.

8. To support Archaeology projects in South Yorkshire offering advice and assistance, working on projects across the region.

9. Assist in mentoring and buddying volunteers within the Curatorial team.

10. To act as a representative of MS and to liaise with external stakeholders and partners including the Universities, community and interest groups and specialist network agencies, taking the opportunity to promote fundraising where appropriate.

11. To be available for out of hours emergency call out at all sites as required.

12. To undertake such other reasonable duties as may from time to time be required of the jobholder.

**OPERATIONAL RESPONSIBILITY**
The Curatorial Assistant - Archaeology is responsible to the Curator of Archaeology and will be required to assist in the development and use the Archaeology collections.

**BUDGETARY AND PERFORMANCE RESPONSIBILITY**
The post holder has no direct responsibility for budgets.
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Job Title: Curatorial Services - Archaeology</th>
<th>Department: Curatorial Services</th>
<th>Method of Assessment</th>
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<tr>
<td><strong>Essential Requirements</strong></td>
<td><strong>Desirable Requirements</strong></td>
<td><strong>Qualifications</strong></td>
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<tr>
<td>Educated to degree level in an appropriate subject.</td>
<td>Postgraduate qualification in Museums Studies or AMA.</td>
<td>Application Form</td>
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<td><strong>Experience</strong></td>
<td><strong>Application Form/Interview</strong></td>
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<tr>
<td>Demonstrable experience working with Archaeology collections or material.</td>
<td>Understanding of the issues surrounding Archaeological Fieldwork and Excavation</td>
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<td>Good knowledge of British Archaeology</td>
<td>Knowledge of the Archaeology of South Yorkshire and Derbyshire</td>
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<td>Experience of interpreting collections in an innovative way through exhibitions, activities or events.</td>
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<td><strong>Knowledge &amp; Skills</strong></td>
<td><strong>Application Form/Interview</strong></td>
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<td>Good communicator with excellent organisational abilities.</td>
<td>Project management skills desirable.</td>
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<td>Excellent interpersonal skills.</td>
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<td>Computer literate with knowledge of Microsoft Office and Excel.</td>
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<td>Excellent working knowledge of Collections Management Databases</td>
<td>Experience of documentation and digitisation</td>
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<td><strong>Motivation &amp; Expectations</strong></td>
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<td>Passionate about Archaeology</td>
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<td>Highly motivated and quality conscious.</td>
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<td>Adaptable and pragmatic approach to work.</td>
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<td>Strong commitment to team working and staff development culture.</td>
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<td>Committed to enhancing public access to collections.</td>
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<td>Audience focussed approach.</td>
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<td>Flexible approach to working hours.</td>
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Museum Sheffield

Outline of Main Terms and Conditions of Employment

Post: Curatorial Assistant - Archaeology

Contract:
This is a fixed term contract to 31st March 2015.

Salary payments
• Salaries are payable monthly in arrears by Direct Bank Credit Transfer on or around the 18th day of each month

Pension scheme
• There is a Group Personal Pension in existence which all employees are eligible to join.
• Free life assurance cover is also provided to employees at three times annual salary

Hours of work
• Basic working hours are 37 per week

Annual leave
• All employees are entitled to 8 bank or public holidays pro rata to contracted hours.
• The post carries a leave entitlement of 25 days holiday per annum (pro-rata to date of commencement or leaving)

Sickness absence
• Payment for sickness absence is made at the normal salary rate less any social security benefits
• The entitlement to payment is dependent on the length of service with the Trust, rising to 6 months full pay after 2 years service

Probationary period
• The probationary period is 6 months

Notice period
• The notice period for this post is one week during the probation period and then one month thereafter.
EQUALITY STATEMENT

The efficiency of any organisation, and good working relationships between colleagues, will be improved through a commitment to equality of opportunity that seeks to develop the skills and abilities of all employees.

The Museums are committed to a Policy of equal opportunities for all employees and to ensuring, within the framework of the law, that our workplaces are free from unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender (including gender reassignment), marital status, disability, age, sexual orientation and religious or philosophical beliefs.

Equal opportunities means fairness for all and the recognition, development and use of everyone's talents. This fairness runs through recruitment, selection, promotion and career development generally.

We aim to ensure that our staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following Equal Opportunities Policy as a means of helping to achieve these aims.

We are committed to ensuring that all our staff and applicants for employment are protected from unlawful discrimination in employment.

Implementing equality of opportunity

Throughout your employment you are expected to conduct yourself in a manner that is not discriminatory and we will take all possible steps to ensure that equal opportunity is maintained. These steps will include:

1. Using fair and objective criteria in recruitment and employment decisions. Our selection procedures will be reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

2. Person and job specifications being limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis.

3. In accordance with recommended practice, the ethnic and gender composition of our staff and applicants for jobs will be monitored on an anonymous basis at all levels.
Job Opportunities

Guidance Notes

When we recruit new employees, we use job descriptions, person specification and an application form. The purpose and main responsibilities of the role are set out in the job description, whilst the knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification. Please read all the information in the job pack carefully before completing the application form – it will assist you in ensuring that you provide us with all the information we need to understand how you meet the requirements of the job. To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely upon the information you supply on your application form. Even if you are already known to the Trust, as a previous or current employee or volunteer, you must complete the form in full. We cannot take into account in the selection process any previous knowledge we may have of you. In addition to your application form, you must also submit the Equality Monitoring Form.

Ensure you give us your full and correct details so that we may contact you should we wish to pursue your application.

Work Permit Restrictions

Please provide full details of any work permit restrictions that you may have, including any expiry date if applicable. Please note that if appointed, you will be asked for proof of your right to work in the EU.

References

We will require two references, one of which we would prefer is from your current or most recent employer.

Employment Details

Give details of your current or most recent post held, indicating the salary and benefits package. If you are no longer employed please state why you left. Being unemployed will NOT prejudice your application since each application is treated on merit based on the experience, skills, qualifications and knowledge you have acquired.

Give brief details of any previous posts that you have held, starting with the most recent.

For security reasons we must account for any gaps in your career, so please give details of any time that is not accounted for, including periods of unemployment. Information given will NOT prejudice your application unless there is felt to be a genuine security risk.
**Note:** Due to the Equality Act 2010 restrictions we need you to fill in your employment details on page 1 and page 2 of the application form. The first page is for the HR Department’s use only and will not be forwarded for short listing.

**Education and Training**

Starting with your secondary school give details of all of the qualifications you have obtained and list the results. For further and higher education you should include the names of all educational establishments where you have studied. Please include any professional or vocational qualifications that you have attained. Finally, give details of any vocational training that you have completed.

**Suitability for Job**

This is a very important part of the form as it’s where you tell us why specifically you want to apply for the job and what makes you a suitable applicant. It’s vital that you provide us with evidence to demonstrate you have the knowledge, skills and experience relevant to the essential requirements of the person specification. Please provide specific examples of what you have done and how you believe this demonstrates you meet each requirement. Explaining your current and previous jobs to someone else may help you uncover hidden skills that you take for granted. You can draw on your experience at work, volunteering, running a home, organising a club etc. You might find it helpful to address each of the items on the person specification separately in the order that they are listed to make sure you address them all.

**Note:** **DO NOT** put on the application form “See CV”. Any CVs attached will be separated from the application form due to the Equality Act 2010 legislation.

**Equality Monitoring**

In order to monitor recruitment and ensure that our decision making is fair we ask applications to complete an equality monitoring form. The information given is strictly confidential and is not shown to anybody taking selection decisions, and individuals will not be identified during the monitoring process. **This form must be completed.**
### EQUAL OPPORTUNITIES MONITORING

**EQUAL OPPORTUNITIES POLICY**

Museums Sheffield operates a policy of equal opportunities in all aspects of recruitment, employment development and promotion. ALL candidates will receive fair and equal consideration.

**EQUAL OPPORTUNITIES MONITORING**

The Trust needs to assess how well its recruitment procedures operate and it would be very helpful if you would answer the questions below and return this sheet with your application. This questionnaire is voluntary and no detriment will result if you choose not to supply details. This sheet will be detached from your application and is not intended to form part of the selection process.

Please tick the appropriate boxes.

**SEX**

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<th>MALE</th>
<th>FEMALE</th>
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**MARITAL STATUS**

- SINGLE
- MARRIED
- DIVORCED
- WIDOWED
- DECLINED

**ETHNIC ORIGIN**

| BLACK AFRICAN | AA1 |
| BLACK CARIBBEAN | AA2 |
| BLACK OTHER | AA3 |
| INDIAN | AB1 |
| PAKISTANI | AB2 |
| BANGLADESHI | AB3 |
| CHINESE | AB4 |
| YEMENI | AY1 |
| WHITE | AC1 |
| ANY OTHER GROUP | AD1 |
| DECLINED | AD2 |

How did you become aware of this vacancy?

Office Use: APPOINTED/SHORTLISTED/UNSUCCESSFUL
JOB APPLICATION FORM

CONFIDENTIAL

FOR OFFICE USE ONLY
CANDIDATE NO:

JOB REFERENCE:

ALL INFORMATION CONTAINED ON PAGE 1 OF YOUR APPLICATION FORM IS FOR MONITORING PURPOSES ONLY. THIS SHEET WILL BE DETACHED FROM YOUR APPLICATION FORM AND RETAINED BY THE HR DEPARTMENT PRIOR TO SHORTLISTING. THIS WILL NOT FORM ANY PART OF THE SELECTION PROCESS.

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<tr>
<th>Mr/Ms/Mrs</th>
<th>First Name:</th>
<th>Date of Birth:</th>
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<td>Surname/Family Name:</td>
<td>Daytime Telephone Number</td>
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<tr>
<td>Address:</td>
<td>Email Address (if applicable)</td>
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EMPLOYMENT HISTORY: (Most recent employer first)
PLEASE NOTE THAT THIS IS FOR MONITORING PURPOSES ONLY

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<tr>
<th>Position</th>
<th>Employer and Address</th>
<th>From</th>
<th>To</th>
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THE FOLLOWING PAGES WILL BE FORWARDED TO THE SHORTLISTING PANEL THEREFORE PLEASE COMPLETE THIS AS A DIFFERENT EXERCISE TO PAGE ONE.

POSITION APPLIED FOR:  
FOR OFFICE USE ONLY: CANDIDATE NUMBER:

**EMPLOYMENT** - Please give details of previous positions (most recent employer first)

<table>
<thead>
<tr>
<th>Employer</th>
<th>Position Held and Brief Details</th>
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**EDUCATION** - Please give details of schools/colleges/universities/etc

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<tr>
<th>Educational establishment</th>
<th>Qualifications gained</th>
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**SKILLS/QUALIFICATIONS/TRAINING**

Please give details of any qualifications or skills obtained which are relevant to the job including those stated in the advertisement together with type of study, etc.

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<tr>
<td>Please give details of any training or courses you have attended.</td>
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Do you have a current driving licence: YES/NO

**Please state why you think you are suitable for this job.** In addition to information about paid employment please include any voluntary work or activities you have been involved in. Continue on additional sheets if necessary.
ADDITIONAL INFORMATION

Are you a member of any professional body? Please state which .......................................................... .......................................................... .......................................................... ..........................................................

Are you Disabled? YES/NO Are you eligible to work in the UK? YES/NO

Do you require any aids or adaptions being made available at interview? YES/NO

CRIMINAL CONVICTIONS

Detail below any criminal convictions you have received:

Because of the nature of the work, you are required by the Rehabilitation of Offenders Act 1974 to declare all criminal convictions including those which are spent. A criminal record will not necessarily be a bar to obtaining a position.

REFERENCES

Please give the names and addresses of two people to whom we may write for references to enquire about your character and attitude to work. We would prefer one referee to be your present employer, although we would not contact them without your permission.

If your referee knew you by another name please state ..........................................................

(1) NAME ......................................................... (2) NAME .........................................................
ADDRESS ........................................................ ADDRESS ........................................................
........................................................................................................
........................................................................................................

Can we contact now: YES/NO Can we contact now: YES/NO

Please give any dates when you are not available for interview ..........................................................

Please state any notice period you would have to give your current employer ..........................................................

I certify that the information on this form is true and correct

SIGNATURE .......................................................... DATE ..................................