CUMBRIA'S MUSEUM OF MILITARY LIFE

Cumbria's Museum of Military Life

Down to Brass Tacks Project

Job Description

Collections Project Co-Ordinator

30 months fixed term contract, full-time 37 hours per week (from March 2026)

Responsible to: Museum Manager

Salary: £29,000 p.a.

Overall Purpose: To co-ordinate an inventory as the first part of the *Down to Brass Tacks* project, working with Museum staff and volunteers

Background:

Based in Carlisle Castle, Cumbria's Museum of Military Life is home to over 19,500 objects and an additional document and photographic archive charting the history of the Border Regiment and both the current and antecedent regiments. It is the only comprehensive military collection within Cumbria, with strong connections to the local area.

The museum is undertaking an inventory, *'Down to Brass Tacks'* project, and is seeking a person with curatorial experience to lead on this task. As Co-ordinator, you will be working with the museum project team supervising the day-to-day work of volunteers and staff to physically check and document each object held within the collection.

Purpose of role: To co-ordinate the Museum's inventory by:

- following the *Down to Brass Tacks* documentation plan, overseeing staff and volunteers
- working collaboratively with Museum staff to promote the project through engagement activities

Key Responsibilities:

- To support the Museum Manager and Museum Assistant (Collections) implementing an inventory following the agreed action plan
- To update MODES and condition check items following spectrum required procedures, bringing documentation up to standard
- To oversee the packing of objects and removal of unsuitable packing materials, if needed
- To support the Museum Assistant (Collections) with administering loans and creating new loan agreements

- To identify duplicate items, creating a list for potential disposal, with all the relevant documentation
- To highlight historic loans and create an action plan ensuring documentation is up to date
- To oversee the work of collections volunteers to support the inventory
- To attend and update project steering group meetings, providing data and feedback for Trustees as appropriate
- To work with the Volunteer Co-ordinator to ensure volunteers undertake relevant training and have adequate supervision to complete their task
- To support colleagues and volunteers in producing social media posts, responding to collection enquiries and supporting engagement related to the collections including talks, demonstrations and tours
- To support staff and volunteers with digital content and engagement
- To adhere to the Museum's Health & Safety policy ensuring that staff and volunteers are aware of procedures for the safe handling and storage of sensitive and hazardous material within the collections, safe systems of work and safeguarding
- To assist the Museum Manager in preparation for accreditation
- To undertake other such reasonable tasks as may be required by the Museum Manager
- To work occasional evenings, Bank Holidays, and weekends, as required, for which time off in lieu will be taken

Minimum Requirements:

- Educated to degree level or equivalent in relevant subject or 5 years' experience in a museum setting
- Knowledge of Museum accreditation standard
- A sound understanding or genuine interest in military history
- Familiarity working with collections and museum curatorial processes
- Ability to work independently and meet deadlines
- Accuracy and attention to detail
- Good communication skills
- IT literate with experience of using databases especially MODES

The post involves physical handling and lifting of museum objects, lifting tables and chairs and moving of workshop materials