

Recruitment Information



Assistant Curator, Asia, World Cultures
Full time, permanent

Assistant Curator Asia, World Cultures

£27,107 to £29,475 per annum plus membership of Civil Service pension scheme

Supporting our Asia Section with a curatorial focus on the East Asian collections from Japan, China, Korea and the Himalayas.

The Asia Section cares for more than 40,000 objects from China, Japan, Korea, the Himalayas, the Middle East, and South and Southeast Asia. Collecting started from the middle of the 19th century, focussing on the arts and crafts of this region but also included prehistoric and ethnographical material. Particularly noteworthy, for example, are our Chinese ceramics which represent the production of many kilns in China from the late Neolithic period to the Cultural Revolution era. The strength of the Iranian collection is attributable largely to the influence of Sir Robert Murdoch Smith (1835-1900) who contributed significantly during his tenure as director between 1885-1900. Our collections from South and Southeast Asia are mainly a legacy of missionaries, the military, and civil administrators of the British empire. We regularly add to these collections through donations and purchase acquisitions from the art market, artists, and private individuals, strengthening existing and developing new areas in response to contemporary issues such as colonial legacies, gender, environment or nation building processes.

You will work across the respective collections supporting the delivery of our strategic priority projects, loans, exhibitions and digitisation programmes.

With a degree in a related subject (anthropology, archaeology, art history, history or equivalent), you will have knowledge of, or interest in, working with non-European art, archaeology or ethnographic collections. You will be able to demonstrate existing specialist knowledge, or the potential to develop specialist knowledge, relevant to the collections and subject areas of the role.

Proven experience in paid or unpaid work in museums or similar environment is essential. You will be organised and methodical, with good verbal and written communication skills and Office 365 skills. You should also have experience of managing your own time and workload, working to deadlines and handling multiple priorities.

You are provided with a job description and person specification for further detail about the post. To apply visit www.nms.ac.uk. The closing date for completed applications is **1 October 2021** at midnight. Please state reference number **NMS21/46**. It is anticipated that the selection event will take place **w/c 18 October 2021**.

Please note that CVs are not considered as part of applications and will not be forwarded to the shortlisting process.

Find out more about [National Museums Scotland](#) and our range of [employee benefits](#).

National Museums Scotland is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at National Museums Scotland are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome candidates who think they have the required skills and can make a contribution in this key role.

JOB DESCRIPTION

Post Title: Assistant Curator Asia		
Department: World Cultures	Section: Asia	
Directorate: Collections	Grade: 5	Hours: 37 (net)
Purpose of Post: <ul style="list-style-type: none">▪ To support the work of the section or the department, as required▪ To provide subject-specific expert knowledge to assist with the curatorial management and development of the specified collections to National Museums' standards▪ To enable public access to the collections		
Key Responsibilities: <ul style="list-style-type: none">▪ Apply expert knowledge of the subject and collections to create and improve National Museums' documentation programmes▪ Progress the integration (inventory, catalogue, care) of new acquisitions into the collections to meet National Museums' best practice standards▪ Be responsible for the movement and appropriate documentation procedures of the collections, as required▪ Contribute to the loans in and out programmes by tracking, checking and packing objects and undertaking courier duties▪ Assist with programmes of improvement to collections care to meet National Museums' best practice▪ Participate, using subject and collections knowledge, in the development of projects such as exhibitions and preparation of material for publications▪ Assist with the supervision of volunteers supporting curatorial work, to ensure their contribution is focused and recognised▪ Deal with routine queries and visitors▪ Contribute to the National Programmes of National Museums▪ Contribute to the Learning & Programmes activities of National Museums on the development and delivery of projects to reach a wide variety of audiences		

Key Responsibilities:

- Assist with the requirements of the National Museums' digitisation programme
- Develop a good knowledge of the collection and the subject to improve understanding of the collections
- Be aware of relevant health & safety issues
- Commit to good health & safety and access practice and ensure familiarity with National Museums' health & safety and access policies, procedures and guidelines

Expected Outcomes:

- Collections managed effectively in compliance with National Museums' standards
- Access to collections; collections information facilitated
- Collection and subject knowledge developed

Reports To:

Head of Section

Facts and Figures:

Budget: None

Staff Managed: None

Indirect Staff Managed: Volunteers

Other: Responsibility within a section for the national collections of historical importance, financial value, and scholarly significance

Thinking Skills (Judgements / Decisions Made):

- Application of National Museums' collections management policies and procedures
- Application of expert knowledge of collections / subjects, to planned programmes of acquisitions, documentation, storage, conservation and exhibition
- Communication and organising skills with staff, the public and volunteers
- Recognition of issues requiring upward referral

Communication and Contact:**Internal:**

- Line manager and other curators
- Collections Management department
- Conservation & Analytical Research department
- Exhibitions & Displays department
- Learning & Engagement department

External:

- Visitors and enquirers
- Other museums and related organisations
- Donors and vendors
- Borrowers and lenders
- Volunteers

Most Challenging Parts of the Job:

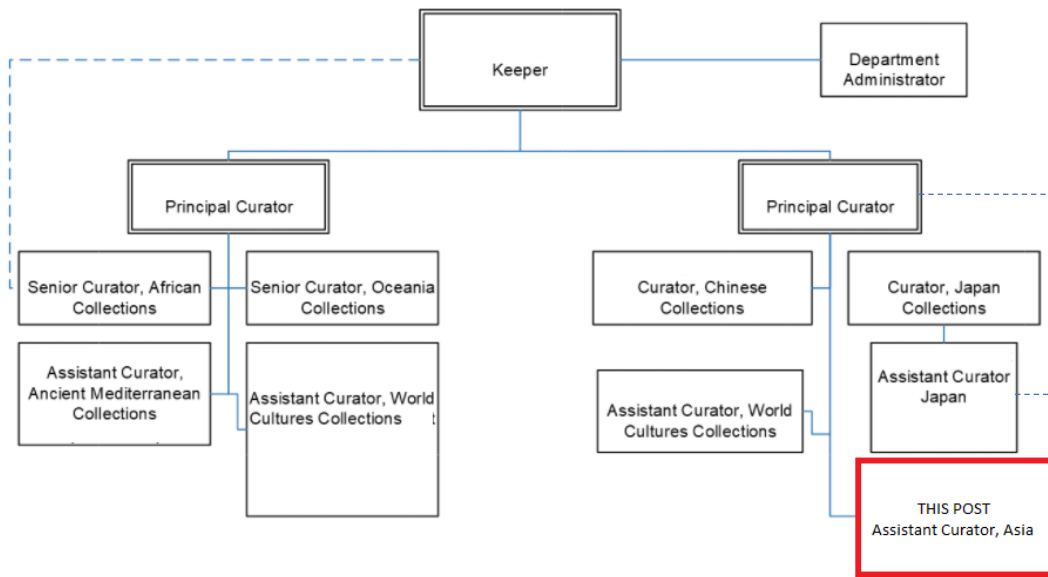
- To manage multiple priorities
- To contribute to the development of National Museums' collections information and management
- To provide effective public access to the collections

Other Requirements, e.g. Multi-site Working, On Call, etc

Must be willing to travel as the duties require, e.g. other National Museums' sites, courier duties or fieldwork

Organisational Chart

World Cultures



PERSON SPECIFICATION

Post Title: Assistant Curator, Asia		
Department: World Cultures	Section: Asia	
Directorate: Collections	Grade: 5	Hours: 37 (net)

Knowledge	Essential or desirable	Evidence assessed by
A relevant first degree	Essential	Certificate
Knowledge of, an interest in, or enthusiasm about the subject matter of collection	Essential	Application / Selection Event
Knowledge of and commitment to best practice standards in collections management	Desirable	Selection Event
Postgraduate qualification in Museum Studies, Heritage Management or equivalent	Desirable	Certificate
Knowledge of potential health & safety issues relevant to the specialist area	Desirable	Selection Event
Japanese, Korean or Chinese language skills	Desirable	Application

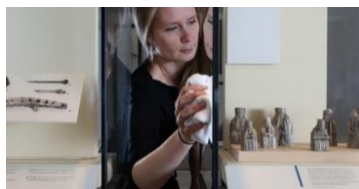
Skills	Essential or desirable	Evidence assessed by
ICT skills in Microsoft Word, Excel and Outlook	Essential	Application / Selection Event
Proficient in data entry into database package	Desirable	Application
Ability to travel	Essential	Application

Experience	Essential or desirable	Evidence assessed by
Proven experience in paid or unpaid work in museums or similar environment	Essential	Application
Experience of undertaking simple research, for dealing with museum objects or enquiries	Desirable	Application / Selection Event
Some experience of dealing with public enquiries, visitors and volunteers	Desirable	Application / Selection Event

National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in the following six competencies through assessment from the Application/Selection Event.

Competency	Level	Detail
Building Relationships	2	<p><i>Collaborates with others</i></p> <ul style="list-style-type: none"> • Understands other National Museums Scotland departments and priorities and how these relate to their own area of work. • Promotes and raises awareness of own role and department, internally or externally. • Encourages co-operation between, people, departments, sites and directorates. • Considers and sees different perspectives on issues, between people, across departments or organisations for mutual benefit. • Works with external stakeholders and organisations to deliver our objectives.
Communicating & Engaging	2	<p>Engages and Influences others</p> <ul style="list-style-type: none"> • Communicates regularly, accurately, timely and appropriately. • Facilitates two – way communication, encouraging dialogue and exchange both throughout and out with the organisation. • Adapts own style of communication to suit different people’s needs. • Demonstrates empathy and understanding in all communications. • Confidently influences others, rather than manipulating or imposing ideas.
Focussing on your customer	2	<p>Is proactive in understanding customer needs</p> <ul style="list-style-type: none"> • Requests and receives feedback from customers in a constructive and positive way. • Anticipates customer concerns and reactions; and pre-empts these by addressing them upfront • Is able to assess quickly what a customer wants and gets straight to their needs. • Offers a ‘bespoke’ service and solution to the customer, meeting any special requirements. • Responds, calmly, tactfully and firmly when dealing with difficult situations to resolve the issue.
Improving & Innovating	1	<p>Develops personally and professionally</p> <ul style="list-style-type: none"> • Thinks flexibly, open to, accepts and adapts to new or different ideas. • Uses initiative and imagination to make constructive suggestions for improvements and innovations.

		<ul style="list-style-type: none"> • Challenges status quo, existing norms and unacceptable behaviour constructively – “the way we do things around here • Willing to learn, build up knowledge and keep up to date with advances and issues in their own area of work and within National Museums Scotland. • Positively responds to feedback, learning from experience and mistakes.
Leading & Managing	1	<p>Manages tasks and activities</p> <ul style="list-style-type: none"> • Allocates work based on knowledge, skills and available time and resources, providing clear instructions and specifications. • Recognises the achievement and performance of others and gives them credit. • Provides others with regular feedback and coaches in a constructive manner. • Motivates by making people feel valued and important in interactions and by celebrating successes. • Encourages an open, safe and approachable environment by listening and not judging.
Planning for Success	2	<p>Develops and implements plans</p> <ul style="list-style-type: none"> • Develops and implements plans for delivery, building in flexibility to cope with last minute demands. • Takes into consideration the impact of actions and decisions on others and puts in place measures to minimise them. • Consults with relevant stakeholders to ensure the output, the outcome and the plan to meet their needs. • Prioritises own workload to meet conflicting demands. • Thinks ahead to identify potential obstacles and proactively solves issues to minimise the impact on delivery.



General Information – Assistant Curator, Asia

Salary

The salary range is £27,107 to £29,475 per annum. Salary on appointment will be subject to qualifications and experience and will normally be within the bottom quarter of the pay range. Pay, including pay progression, is reviewed in negotiation with the recognised trade unions, with an annual settlement date of 1 April.

Where an internal candidate successful applies for a post which is the same grade as their current post, they will transfer to the new post on the same salary with pay progression as normal.

Hours

Normally a five-day week of 37 hours, excluding lunch breaks. Normal hours of attendance are Monday to Thursday 08:30 to 17:00, Friday 08:30 to 16:30. As an alternative, a flexible working system is in operation.

Location

This post is based at the National Museum of Scotland with travel to other Museum sites as required.

Duration of Appointment

This is a permanent post.

Probation

New employees are on probation for a period of six months from date of appointment.

Pre-employment Checks/Eligibility to Work in the UK

Any offer of employment will be made subject to:

- receipt of references which are satisfactory to National Museums Scotland and cover the full three-year period prior to the date of appointment.
- a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. The cost will be refunded.
- completion of a health declaration form, which is satisfactory to National Museums Scotland.
- Receipt of documentation confirming eligibility to work in the UK.

Please note that where more than one candidate is assessed as having met the criteria for the post, National Museums is obliged to offer the post to an eligible candidate who already has the right to live and work in the UK (a settled worker), before considering a candidate for whom a Certificate of Sponsorship application would be required. This is because any such application would need to show that no suitably qualified settled worker is available for the post.

Selection Process

We use competency based selection process. If you are invited to a selection event you will be asked to participate in activities that will enable us to assess your performance against our Competency Framework. Details of our competencies can be found in the Person Specification.

