**NATIONAL FOOTBALL MUSEUM
JOB DESCRIPTION**

**DEPARTMENT:** Collections

**JOB TITLE:** Cataloguer (Unlocking the Hidden History of Women’s Football)

**REPORTS TO:** Project Manager (Unlocking the Hidden History of Women’s Football)

**OVERALL PURPOSE OF THE POST:**

To assist the Project Co-ordinator in implementing and delivering the Arts Council funded project *Unlocking the Hidden History of Women’s Football* by cataloguing the women’s football collections at the museum’s Preston site.

**KEY RESPONSIBILITIES**

* Assisting the Project Manager in the day-to-day activities of the project and ensuring the project runs on time and budget
* Identifying and cataloguing the women’s football collections in the museum’s collection following SPECTRUM standards, Arts Council Accreditation requirements and the museum’s documentation procedures
* Re-packing and appropriately storing of objects, in particular the recently acquired Chris Unger History of Women’s Football collection
* Digitising objects as required for documentation as well as the Collections website

**Essential Qualifications**

1. A-Levels or equivalent

**Essential Experience**

1. Experience of working in the heritage sector and with collections or archives

**Essential Knowledge and Skills**

1. Effective team player
2. Excellent interpersonal and communication skills
3. Drive and determination to achieve results
4. IT skills including a good understanding of using databases to store, update and search for information, as well as image files
5. Highly literate and numerate, with attention to detail and accuracy

**Desirable Knowledge and Skills**

1. Training in object handling
2. Good understanding of manipulating, storing and accessing digital image

**Contract Type:**

Fixed term from 01 March to 30th September 2018

Part Time 18.75 hours over 3 days

Based at the Preston site

**Salary:**

£16,814.00- pro rata

 