**NATIONAL FOOTBALL MUSEUM  
JOB DESCRIPTION**

**DEPARTMENT:** Collections

**JOB TITLE:** Project Co-ordinator (Unlocking the Hidden History of Women’s Football)

**REPORTS TO:** Collections Manager

**RESPONSIBLE FOR**: 2 Cataloguing Assistants - Part Time

**OVERALL PURPOSE OF THE POST:**

To set up, implement and deliver the Arts Council funded project *Unlocking the Hidden History of Women’s Football* within the set time frame of the project.

**KEY RESPONSIBILITIES**

* Managing day-to-day activities of the project and ensuring the project is on time and budget, including reporting back to the grant funders and drawing down the payments
* Setting the framework and supervising the activity of the two cataloguing assistants
* Creating and maintaining partnerships with academics and other relevant partners
* Identifying and creating suitable resources to engage audiences
* Planning and managing a dissemination conference
* Promoting the project and its outcomes, through workshops and talks in partnership with the Marketing Team
* Working alongside existing Collections staff following the museum’s Collections Management framework including documentation standards and storage of objects according to Arts Council and SPECTRUM standards
* Working with the leaning team to devise and implement a learning programme for schools and visitors

Essential Qualifications

1. Postgraduate degree in Museum Studies or equivalent

Experience

1. Robust experience of working with collections in a paid or unpaid capacity
2. Supervision of staff and volunteers
3. Experience of project management and working to project deadlines and budgets
4. Collections Management including collections databases and documentation procedures

Essential Knowledge and Skills

1. Effective team player
2. Excellent interpersonal and communication skills
3. Budget management
4. Sound judgement and effective decision making skills
5. Drive and determination to achieve results
6. Self-starting, positive, enthusiastic and energetic with good time management skills
7. IT skills including spreadsheets, databases and electronic imaging
8. Ability to interpret collections and work with external partners

**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:**

£25,467.50- pro rata

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