



Collections Assistant

Harewood House Trust, Leeds

24 hours per week

£16,000 per annum, pro rata equating to £9,600

About Us

Harewood House Trust is the organisation which maintains Harewood House and its immediate environs, opening to the public as a visitor attraction and events venue which attracts in excess of 200,000 visitors a year. Harewood House is one of England's finest 18th century country houses with a magnificent collection of fine and decorative arts. It is an accredited museum and nationally designation collection, and is the family seat of the Earl and Countess of Harewood. Alongside the care, conservation and interpretation of the core collection, Harewood runs a series of innovation exhibitions of contemporary as well as historic art.

About the Role

A superb opportunity has arisen for a Collections Assistant at Harewood House Trust. Working within the surroundings of one of England's finest 18th century country houses, the successful candidate will provide support to the Collections Department working on projects across the department. The successful candidate will be an integral part of the Collections team, liaising with staff, supporting the team in caring for the collections, assisting with routine administrative tasks and actively sharing their knowledge of Harewood with colleagues and visitors.

In addition to the above responsibilities, the Collections Assistant will enjoy a varied role, which will involve researching and writing interpretation and digital material to engage visitors, assisting with the organisation of temporary exhibitions and displays, and working on inventory checking and the cataloguing of the collections.

About You

You will be proactive and enthusiastic team player, keen to work in a fast paced environment with a flexible approach and a willingness to adapt to the needs of the department.

To be successful in this role, you will need to have:

- An Art History or Collections background;
- Well-developed interpersonal skills, with the ability to work well within the team and collaboratively across the organisation;
- Confidence in dealing with clients and visitors;
- A pro-active attitude and be a committed team player, with a high level of accuracy and attention to detail;
- A flexible and 'hands on' approach to working to support the needs of the business;
- The ability to make decision, give judgement and take action;
- Willingness to improve your knowledge of the Trust's collections and self-develop;
- Proficiency in relevant IT programmes, e.g. Microsoft Office, cataloguing systems and Photoshop;

- Good numeracy skills.

The Reward

At Harewood we recognise that our employees are the number one reason for our success and that we have a responsibility to keep our people happy and so we offer competitive annual salaries, 28 days holiday (inclusive of Bank Holidays) per annum, a company pension scheme, life insurance and flexibility for personal development projects.

If the role of Collections Officer sounds exciting to you and you are confident that you can demonstrate the essential skills listed above please apply using the link below - we look forward to hearing from you!

http://harewoodhousetrust.hr180careerlauncher.co.uk/career_vacancies_view.html?ID=447