



HAREWOOD

Collections Officer

Harewood House Trust, Leeds

40 hours per week, 5 days over 7

Up to £22,000, dependant on experience

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 Officer at Harewood House Trust. Working within the surroundings of one of England's finest 18th century country houses, the successful candidate will assist with the provision of curatorial care and interpretation of Harewood's world renowned collections of fine and decorative arts and the archives that accompany it. The post holder will be responsible for the Harewood inventory and catalogue, and the documentation and administration of this important collection.

In addition to the above responsibilities, the Collections Officer will enjoy a varied role, which will involve the facilitation and delivery of temporary displays, registrar work for loan items, the preparation of publications and digital material and the active participation in the day-to-day operational procedures of Harewood House, including public promotion through lectures, talks and tours and research to continually improve knowledge of the Trust's 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 undergraduate qualification in the History of Art or related subject, or an equivalent qualification;
- Proven experience of working within an established collection;
- A sound knowledge of fine and decorative arts and excellent interpretive writing skills;
- Knowledge and experience of collections care, object handling and collection's storage;

- Proven experience of archiving, cataloguing, documentation and use of collections management software;
- Knowledge and experience of Registrar work;
- Previous experience of being able to plan own work schedule and work to deadlines;
- Well-developed interpersonal skills, with the ability to work well within the team and collaboratively across the organisation;
- A flexible and 'hands on' approach to working to support the needs of the business;
- Confident IT skills, particularly in using Microsoft Office;
- Full Clean UK Driving Licence.

It is desirable that you also have:

- Post-graduate qualification in related subject, or equivalent qualification;
- Good knowledge of a spoken European language other than English;
- An excellent aesthetic understanding and innovative approach to the issues of display and interpretation.

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), 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://harewoodhoustrust.hr180careerlauncher.co.uk/career_vacancies_view.html?ID=444

Contact:

If you have any additional questions please contact Becky via email; Becky.Mee@HR180.co.uk.