



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Museum Officer (Collections)
Grade:	G05
Directorate:	Places
Department:	Investment and Visitor Economy
Responsible to:	Collections Manager

Purpose of the Job:

To support the effective delivery of museum and heritage services across Rutland Museum and Oakham Castle by assisting with the care, preservation, and documentation of the collections; contributing to the development and delivery of exhibitions, learning and outreach activities; and supporting operational functions to ensure a high-quality visitor experience.

The post-holder will work collaboratively with staff, volunteers, partner organisations and subject specialists to enhance public access to Rutland's heritage and to promote the service through appropriate marketing and communication channels.

Main Responsibilities:

1. To assist the Collections Manager and Heritage and Learning Officer by researching collections to inform interpretive content and object identification for new and future temporary exhibitions and permanent displays.
2. Assist in the care, preservation, and management of the collections at Rutland Museum and Oakham Castle, and their associated stores, including cataloguing and collections documentation using Modes or similar systems, to maintain accurate records and support long-term public accessibility.
3. To support the Heritage and Learning Officer to build outreach offers for schools and other groups.
4. Work with academics and subject specialists to ensure that interpretation, exhibitions and talks are accurate, relevant and well-informed.
5. To assist with general museum operations, including exhibition preparation, object handling, maintenance of exhibition spaces and support other projects, under appropriate instruction and supervision.
6. To support the work of the front of house team and maintain the smooth day to day operation of the service at Rutland County Museum and at Oakham Castle.



RUTLAND COUNTY COUNCIL

7. To support the coordination and training of volunteers in developing and delivering heritage projects.
8. Support the museum's social media activity (particularly Facebook and Instagram) by helping to plan and create content in collaboration with the wider Museum team and in alignment with Rutland County Council's Communications strategy.
9. To organise and attend any external exhibitions that builds awareness of the museum and its galleries.
10. The post-holder will be required to undertake some emergency call-out duties.
11. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
12. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
13. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

Work collaboratively across the council where appropriate, and with stakeholders to ensure a joined up, consistent service that adds value to cultural offer in Rutland.

Be ambitious for Culture and champion best practice in museum services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.



RUTLAND COUNTY COUNCIL

Dimensions:

No line management or budget responsibility



RUTLAND COUNTY COUNCIL

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated A Level, or equivalent experience	A/D

Desirable	Method of Assessment *
Educated to degree level desirable	A/D
Subject specialist Archaeology, Palaeontology, Social History, Museum Studies	A/D
Knowledge of the Museum Accreditation or Registration schemes desirable.	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of collections management.	A/I
Experience of handling a range of museum artifacts.	A/I
Experience of databases and ICT.	A/I
Experience of working with a wide range of stakeholders	A/I

Desirable	Method of Assessment *
Experience of MODES desirable	A/I
Effectively using social media and marketing	A/I

SKILLS

Essential	Method of Assessment *
Excellent communication skills, oral and written	A/I
Good numeracy and literacy skills	A/I



RUTLAND COUNTY COUNCIL

Ability to deal with the public	A/I
Able to work under pressure and prioritise appropriately	A/I
Able to use own initiative	A/I

Desirable	Method of Assessment *
Knowledgeable on current trends and ways of working in the museum and heritage sector	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I
To be able to drive and have the use of a car	A/I

* **A = Application Form** **D = Documentary evidence** **I = Interview** **T = Test**

STRUCTURE

To be confirmed.

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
Jan 2026	New	Ann Camus - HOS