



Assistant Curator

Reports to: Collections Manager

Contract: 12 months

Hours: part time, 0.6 (24 hours per week)

Salary: £24,000 per annum (pro-rated)

Holidays: 25 days per annum plus bank holidays (pro-rated)

Based at: PK Porthcurno, Eastern House, Porthcurno, Cornwall TR19 6JX

Overview

PK Porthcurno - Museum of Global Communications holds one of the most complete collections relating to the development of international communications in the world. The museum collection has been awarded Designated status by Arts Council England in recognition of its national and international significance. The unique collection includes a range of telegraphic instruments, social history objects, and a substantial archive, including documents, photographs, maps, and films, detailing the development of global communications from the 1850s to the present day.

With the support of The Headley Trust, we are seeking an Assistant Curator to increase access to both our archive and object collections whilst engaging both existing and new audiences with the history and work of PK Porthcurno.

As a member of the collections team, the Assistant Curator will have the opportunity to work across multiple aspects of heritage work, including collection management, engagement, and communication, with a focus on cataloguing new acquisitions and sharing this work with a wider audience utilising the PK Online Collections <https://pkoc.co.uk/> They will work with our Communication Officer to generate new and exciting content for the museum's online platforms, as well as develop and deliver talks to museum visitors about their work. The Assistant Curator will also work with our award-winning engagement team to develop new activities by sharing content and research generated by their work.

This role is suitable for someone looking to develop their skills to progress their career in the heritage sector.

Job scope

Responsibilities

- To accession acquisitions to the collections, creating digital catalogue records on the museum's Modes database following Spectrum standards.
- To assess condition of acquisitions and ensure that they are stored correctly following museum best practice.
- To photograph acquisitions for inclusion on their catalogue records.

- To modify and enhance catalogue records to improve their accessibility on the PK Online Collections.
- To work with the Communications Officer to generate exciting new content regarding the collections to be shared across PK Porthcurno's online platforms, including blogs, film and photography, to promote the work of the museum.
- To develop and deliver talks to museum visitors regarding the acquisitions, sharing research undertaken whilst cataloguing both objects and archival material.
- To work with our award-winning engagement team to develop new activities and events by sharing new content generated by their work.

Person specification

Essential

- Experience of using archive or museum cataloguing systems, preferably Modes.
- Experience of handling museum objects and archival material, with knowledge of collections care practices.
- Organised with a methodical approach and excellent attention to detail.
- Ability to work unsupervised and to manage own time to meet targets and deadlines.
- Digitally literate.
- Excellent communication skills with clear reporting on progress.
- Highly reliable and delivery focused.
- Able to cope with repetitive tasks.

Desirable

- Experience of using online digital platforms, including social media, and creating and sharing content.
- Ability to communicate knowledge in an enthusiastic and engaging manner.

Due to the museum's location, access to your own transport would be advantageous.

Application process

To apply please email your CV and a covering letter that addresses the criteria as set out in the job scope and person specification to archive@pkporthcurno.com

Please quote job reference AC2025 in the email subject header

Closing date for applications is Sunday 16th March (midnight)

Interviews will be held at PK Porthcurno on Tuesday 1st April.