

Job Description Interpretation Officer

Job Title:	Interpretation Officer
Department:	Collections
Location:	The Historic Dockyard Chatham
Hours:	Full time. 35 hours per week.
Salary Range:	c. £28,000 to £30,000 per annum
Reports to:	Collections, Galleries and Interpretation Manager

Overall Purpose of the role:

Chatham Historic Dockyard Trust cares for over 70,000 objects in its collection – ranging from archaeology, rigging, hand tools, machinery to fine art and photography.

We collect and preserve objects related to the Dockyard's past and also carry out specific research into the Dockyard's rich and varied history. From projects focused on Dockyard workers to the tragedies suffered during the First World War, we are building up a picture of the role and impact the Dockyard has had over four hundred years.

Chatham Historic Dockyard Trust's Interpretation Officer assists and supports the Collections, Galleries and Interpretation Manager in the interpretation of the Trust's Collections, including specific projects. The Interpretation Officer supports the delivery of the Trust's core story across galleries, the site and online, as well as assisting in delivering the programme of temporary exhibitions.

Definition of Role

Key Responsibilities:

- To conduct research on the Trust's collections and the history of the Dockyard to improve catalogue information and develop interpretation for the site and permanent galleries.
- To assist in the physical maintenance of exhibitions and displays across the site, including replacing signage and labels, hanging pictures and installing objects.
- To research and develop content for galleries and exhibitions, selecting objects and writing interpretation text.

- To support the research and content development for the Trust's temporary exhibition programme.
- To oversee the digitisation of material in the Trust's collections for use in onsite and online interpretation.
- To assist in collating and obtaining information and statistics from the Collections Department for the Museum's reports, National Portfolio Organisation activity and grant applications.
- To liaise with external partners, including lenders, exhibition designers and contractors.
- To manage short term external loans for temporary exhibitions and other displays and organise transport and insurance of objects and maintain records for this activity.
- To assist in the installation of exhibitions and organise the install and deinstallation schedule.
- To manage the Trust's UKRG Facilities Reports and Security Supplements for the Temporary Exhibition Gallery and ensure compliance with the Government Indemnity Scheme where required.
- To assist the Collections, Galleries and Interpretation Manager on insurance matters relating to the Trust's Collection on short term loan insurance requirements.
- To update catalogue records for the Trust's collections, including object movement and location records.
- To manage volunteers undertaking Collections work.
- To work with Vernon Collections Management System and collections microsite development and maintenance.
- To monitor the levels of engagement with Collections Online and work with the communications department to develop the online audience for Collections based content, including contributing to the Trust's digital communications to widen the reach of the digital content.
- To assist with Collections email enquiries.

Health & Safety

- Working closely with the Collections, Galleries and Interpretation Manager ensuring that all activities are undertaken in accordance with the highest standards of Health & Safety, including the preparation of appropriate and adequate risk assessments and maintenance of appropriate records.

Other Duties

- Ad hoc duties as required.

We are an equal opportunities employer and committed to providing our employees with a work environment free from discrimination in which all can develop and thrive.

We acknowledge and value the benefits of a diverse workforce and welcome applications from people of all backgrounds and are committed to ensuring that our recruitment process is transparent, fair and as inclusive as possible for all applicants.