



MARYLEBONE CRICKET CLUB (MCC) JOB PROFILE

Collections Officer

Department: Heritage & Collections

Reporting to: Head of Heritage & Collections

Contract: Permanent

DIMENSIONS OF ROLE

Normal working hours will be 09:30hrs to 17:30hrs, Monday to Friday (inclusive), including one-hour unpaid lunch on each day worked; making a total of 35 working hours per week.

KEY PURPOSE OF ROLE

Reporting to the Head of Heritage & Collections the Collections Officer will ensure the care, cataloguing and safe movement of the museum collections

KEY TASKS AND ACCOUNTABILITIES

- Cataloguing all new acquisitions and loans within the Museum collection, providing full research and documentation.
- Supervising and recording all movement of Museum collections.
- Exhibition preparation: locating objects as requested by curatorial staff, cleaning and mounting objects, liaising with designers and contractors, de-install and install of objects. Post exhibition relocation updates.
- Collections Care: monitoring environmental conditions, ensuring objects are stored and displayed correctly, providing data as requested for loans and giving advice on conservation.
- Working with the Head of Heritage & Collections to improve physical access to the Museum and develop new display/storage solutions.
- Monitor the security of the Museum, including responsibility for keys to showcases and storage areas; locking and alarming the Museum as required.
- Work with Fire Officer and Health & Safety Officer on updating and actioning the Salvage Plan and First-Out List.
- Answering internal and external research enquiries related to the collection. Directing enquiries related to donations, loans, exhibitions or specific research to the appropriate staff member.
- Retrospective accessioning, catalogue editing and research for the Museum collection. Tackling the backlog to improve access to the collection. To include data cleaning of catalogue records, physically sorting the collection by type/material etc, research objects, adding metadata and identifying items for disposal.
- Providing access to objects for internal events, researchers and tours.
- Liaise with Tours staff to facilitate bespoke themed and handling tours.
- Curating and installing temporary displays.
- Supervising external contractors, photographers and conservators and internal staff when in contact with the collections.

This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the job profile and duties might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.

VARIATIONS OF JOB RELATING TO MAJOR MATCHES

- Attendance at all major match-days, including weekends, as required.
- Any other duties, whether in the Department or elsewhere around the Ground, as required.
- Prepare and invigilate the Major Match Workroom display, to ensure its security and interact with visitors, explaining the objects and answering questions about the department in general.

VALUES AND BEHAVIOURS

EXCELLENCE

- Striving for excellence in every aspect of the MCC's operations.
- Valuing continuous improvement, pushing boundaries to achieve the best outcomes for Members, players and visitors.
- From the world-class cricket schedule to the maintenance of Lord's Cricket Ground, we aim to drive forward the game of cricket.

TEAMWORK

- Creating a cohesive and supportive environment to create shared goals and responsibilities.
- Success in our team performance benefit all who come to Lord's.
- By valuing teamwork at MCC we create a positive and inclusive environment.

INTEGRITY

- Striving for honesty, fairness and ethical conduct in all aspects of cricket.
- Integrity, both on and off the field of play, is at the heart of MCC.
- Promote a culture of sportsmanship celebrated by those within the Club and those who visit to play or watch.

HEALTH AND SAFETY

- Responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures.
- Report any unsafe practices, equipment or circumstances as appropriate.
- Comply fully with relevant security policies and procedures.
- Be familiar with fire procedures and evacuation procedures and be prepared to operate when/if trained as a Fire Warden.

PERSON SPECIFICATIONS – SKILLS, EXPERIENCE AND QUALIFICATIONS

- A relevant University degree or a recognised qualification in Museum Studies/Museum Management is preferred.
- Proven professional experience of at least 5 years is preferred.
- Knowledge of a variety of databases, but ADLIB/Axiell in particular, and strong computer skills are required.
- A basic appreciation of cricket and its history is important, though an extensive knowledge of the game is not required.
- Excellent verbal, written and interpersonal communication skills.
- High degree of organisational skill, attention to detail and the ability to work independently.
- Ability to lead a wide range of students, staff and professionals and handle new challenges.
- Ability to work at heights, both ladder and MEWP.
- Practical skills: sewing labels and marking objects during cataloguing. Basic use of hand tools, saw, drill etc to cut and fix mounts and make bespoke storage.
- Enthusiasm and energy to sustain a motivational environment.

Written by: Neil Robinson

Accepted by:

Date: October 2024

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