



Position: Curatorial Assistant

Responsible to: Museum Curator

Type of contract: Fixed term (37.5 hours per week for 12 months)

Start date: As soon as possible

Salary: £17,374.50 per annum

Background

The Army Flying Museum tells the story of British Army aviation and has recently undergone a large-scale, National Lottery Heritage Fund-supported redevelopment. The Museum aims to connect with families, primary schools and youth groups, serving and retired Army Air Corps personnel, adult curious minds and aviation and military enthusiasts. The Museum welcomes visitors 362 days a year and is open 10am to 4.30pm daily.

The Museum's collection covers the five main branches of Army aviation: Royal Engineers (1878 – 1912), The Royal Flying Corps (1912 – 1918), Air Observation Post Squadrons (1941 – 1957), the Glider Pilot Regiment (1942 – 1957) and the current Army Air Corps (1957- to date).

Over 30 aircraft can be seen on display in the Museum. The collection also contains smaller items such as uniforms, medals and equipment which we use to tell inspiring stories about the people involved in Army aviation. The Museum Archive is a rich source of original documents including personal and official papers, flying log books, pilots' notes, manuals and a large collection of photographs and slides, all of which are used for displays and research.

The Curatorial Assistant position gives the opportunity for a passionate and motivated individual to gain experience in research, interpretation and collections management.

Main Duties and Responsibilities will include, but are not limited to:

- Undertaking research on Army aircraft and the history of Army aviation.
- Assisting with the preparation of exhibition content.
- Assisting with creating content for the Museum's social media output.
- Assisting with the management of the Museum artefact collection, including cataloguing, audits and preventive conservation.
- Answering enquiries about the Museum artefact collection.
- Assisting with the supervision of volunteers.
- Participating in Museum activities and events as required.
- Providing support to other members of the curatorial team as required.

Skills and Knowledge

- A good team player.
- Good communication and interpersonal skills.
- Ability to work using initiative and without supervision.
- Computer literate, ideally with experience of working with a heritage collections database.

- An enthusiasm for tasks which require relentless attention to detail.
- Excellent organisational skills.
- Ability to prioritise.
- Willingness and aptitude to work with Museum volunteers.
- A commitment to upholding Museum policies, including Health and Safety requirements.
- Enthusiasm for aviation / military collections would be an advantage.

Qualifications and Experience

- A proven track record in research, ideally on a military subject.
- Educated to Degree level in an appropriate subject or the equivalent experience.
- This role would suit a recent graduate seeking to develop their practical experience of working in a professional Museum environment.

How to apply

The Army Flying Museum welcomes applications from all sectors of society and follows a policy of non-discrimination on the basis of race, religion, colour, gender, age, nationality or disabilities.

Please submit:

- A comprehensive CV (3 page maximum) containing the details of relevant qualifications and experience
- A covering letter (3 page maximum) which states your interest and suitability for the post.
- The names and addresses of two referees, one of whom should be your current or most recent employer or educational establishment

to:

Susan Lindsay
 The Army Flying Museum
 Middle Wallop
 Stockbridge
 Hampshire
 SO20 8FB
 Tel. 01264 781086
 Email: curator@armyflying.com

Referees will not be contacted without a candidate's prior consent.

As this post needs to be filled urgently, we will assess applications as they arrive and will appoint the first suitable candidate.

If you have a disability, please let us know in your application. The Museum is committed to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.

