National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Collections & Programme Division

Post: Readers Services Officer (Chelsea)   **Post No: NAM 183**

Person Specification

Criteria	Standard	E/D	Evidence
Qualifications	Degree (or equivalent) in a relevant subject from the humanities or sciences.	E	Certificate
	Postgraduate degree (or equivalent) in a relevant subject, e.g. Archives & Records Management or Library Science.	D	Certificate
Previous experience	Demonstrable experience in the management of museum/archive collections and/or library collections.	E	Application and interview
	Experience in a public-facing role and in working with a variety of stakeholders.	E	
	Experience in the acquisition, cataloguing and care of Museum collections.	D	
	Experience in cataloguing and/or retrospective cataloguing of book collections.	D	
Knowledge	Knowledge of conservation and care of archive or library collections, and the principles of best practice with regards to archival and library documentation and storage.	E	Application and interview
	Knowledge and experience with library classification systems, and in particular, both DDC & LCC.	E	

	Experience in answering public enquiries by email, on the phone and in person.	E	
	Experience with the digitisation of archives.	D	
	Knowledge of British military history.	D	
Attainments/skills/ competencies	Excellent interpersonal, communication and organisational skills.	E	Application and interview
	Excellent attention to detail.	E	
	Self-motivator with the ability to make decisions and work unsupervised.	E	
	Methodical, organised and reliable.	E	
	ICT skills in Microsoft Word, Excel and in using databases.	E	
	Familiarity with MAC OSX and Apple Mail.	D	Application and interview
	Experience at public speaking and/or other knowledge dissemination methods.	D	
Particular circumstances	Extensive and frequent travel to other venues *e.g. Stevenage store* will be required and may include some overnight stays. Occasional out of hours work may be required including evenings and weekends.	E	Interview

KEY: **E = Essential** **D = Desirable**

Justin Maciejewski, Director   December 2018
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