Role: Community Collections Assistant, Freelance position, £120/day, 1 day per week (7.33 hours).

Reporting to: Karen Heatley, Senior Collection and Exhibition Officer.

Based at: Gallery Oldham, some offsite work at Oldham Family Hubs and Children Centres.

Contract length: Fixed term contract for 12 months.

Background

This is an exciting opportunity to be involved in Our Beautiful Oldham project funded by a Reimagine grant from Art Fund. We are looking for a freelance Community Collections Assistant who can support Gallery Oldham to deliver a new co-curated gallery for Early Years audiences focused on nature. As Community Collections Assistant you will assist with exhibition content and community engagement for the project. The role with involve working with our partners Northern Roots and Oldham Family Hubs to consult with families, test interactives, develop ideas and organise creative workshops with the aim of engaging more directly with our communities.

Key relationships will be with the Senior Collections and Exhibitions Officer, Exhibitions and Collections Officer (Natural History), Project Management Team and Steering Group. Applicants will be required to have an Enhanced DBS check as they will be working with Early Years families.

Main tasks

* Carry out consultation and workshops in the community via Oldham Family Hubs, Children Centres and within existing Early Years groups at Heritage, Libraries and Arts.
* Assist in developing and writing the content for a new permanent exhibition in co-curation with our target audience - Early Years families.
* Work with a creative practitioner and Oldham Family Hub to organise creative workshops for Early Years families.
* Work with Senior Collections and Exhibitions Officer to co-ordinate with partner organisations and carry out evaluation of events and workshops.

Role and Responsibilities

1. Assist with the creation of the content for initial outreach events and consultation in the community.
2. Assist with recruiting Early Years families to a Steering group and the co-curation of the new gallery space.
3. Work with creative practitioner to organise workshops at Oldham Family Hubs.
4. Undertake evaluation of project delivery, community consultation and linked events.
5. Liaise with stakeholders to ensure their input at appropriate stages, especially via the Steering group.
6. Working with Exhibitions and Collections Co-ordinator (Natural History) to collate object lists and carry out content research for the new gallery.
7. Contribute to the story line for the gallery and work with exhibition designers on the content for the gallery.
8. Work alongside the Senior Collections and Exhibitions Officer and Steering Group to assist writing briefs for interactives and artist commission.

Knowledge and Experience

Essential

* Experience of co-curation/co-production community-based museum practice.
* Experience developing activities for family and community audiences.
* Experience of effective multi-disciplinary team working and understanding of project processes.
* Experience of developing visitor-focused exhibitions and writing inclusive text for different audiences.
* Experience of carrying out evaluation of exhibitions, events and activities.
* Ability to communicate with a range of stakeholders and audiences in various formats.
* Good skills in MS Office, including Word, Excel, Outlook and PowerPoint.
* Clean valid driving license and access to a vehicle to travel between Family Hubs and deliver consultation in the community.

Desirable

* A recognised degree in a relevant subject or comparable experience in the workplace.
* Experience of working with exhibition designers on gallery development.
* Awareness of health and safety matters affecting working in stores and with collections.
* Experience of working with at least one collection management specialist database.
* Knowledge and experience of working with Natural History collections.