

## JOB DESCRIPTION

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**Role:** Cataloguing Assistant  
**Department:** Curatorial Department  
**Reporting Line To:** Frances Parton, Deputy Curator  
**Located At:** Goldsmiths Hall, Foster Lane, London, EC2V 6BN  
**Term:** Fixed Term (3 years)

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### **PURPOSE OF THE POSITION**

Internationally recognised, the Goldsmiths' Company has one of the finest collections of silver, generally made in Britain, with examples from 1350 to the present day. The special character of the collection is that all items are used either for their original purpose at events at Goldsmiths' Hall, for display and loan in exhibitions, or to teach the next generation of makers and support the craft. The Collection includes antique, domestic and modern silver, modern jewellery and art medals.

The Cataloguing Assistant will support the Curator and her small team in improving the Curatorial Collection object records to a specified standard on our recently installed Collections Management System (CMS), which incorporates a Digital Assets Management System. This is a 3-year, project-based role.

### **RESPONSIBILITIES:**

The responsibilities of the post are:

- To edit the existing Curatorial Collection object records on the new CMS, which have been migrated from a previous database, to an agreed standard. This will involve the main cataloguing fields of information, including the physical description, linked images and related fields, hallmarks and inscriptions, details of production and acquisition.
- To become familiar with the different types of objects in the Collection in order to catalogue them to the required standard, and to learn how to handle and to measure them under supervision.
- To learn how to describe different types of objects in the Collection, initially through training by the Curator and Deputy Curator.
- To recognise and identify the different types of hallmarks on objects, in order to record them accurately, through training by the Curator, Deputy Curator and with assistance from the Collections Manager.
- To reach data entry targets, in collaboration with the Deputy Curator and Collections Manager.
- To research and record the acquisition and provenance of objects using Goldsmiths' Library and Archives following suitable training.

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- To report any CMS issues or bugs to the Collections Manager.
- To liaise closely with the team to ensure that relevant object information is correctly filed.
- To assist with object enquiries as required.
- To collaborate with other members of the Curatorial team in the use of the CMS.
- To feed into and work with the Deputy Curator and the Collections Manager in agreeing data entry targets.
- To assist the Curator and her team in implementing and maintaining best practice in collections care and documentation
- To help raise the profile of the Department internally within the Company and externally with the silver and jewellery communities and the wider public
- To support the Curator and the team in maintaining excellence in the promotion of the Collection and its public understanding.
- To provide support and other duties as required by the Curator and the team.

### **MAIN CONTACTS:**

The Curator, Deputy Curator and the Collections Manager.

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### **SKILLS AND PERSONAL ATTRIBUTES**

#### **Essential**

- Proven experience of cataloguing objects on a Collections Management System.
- Excellent verbal and written communication skills and the ability to synthesise information.
- Good attention to detail.
- Experience of using Library and Archival resources.
- IT literate with experience of using Word and Excel.
- A conscientious and motivated team member who will support the Curator and the team.
- Flexible, responsible, resilient and reliable
- Excellent/Good organisational skills with the ability to manage and effectively prioritise the varied workload.
- Good interpersonal skills and ability to /experience of work well in a team
- Able to build and maintain good relations within and beyond the Company and to represent the company in a professional manner.

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### **Desirable**

- A degree in a relevant arts or humanities subject such as history or history of art, fine or decorative arts, museum studies, or equivalent.
- The role holder will ideally have a track record of experience or a background in museums or the visual arts, together with a demonstrable interest in the decorative arts and their history, or equivalent