

AIM Pilgrim Trust Grants - Collections Care Audit Scheme

Consultant, Role Description

Purpose

Run by the Association of Independent Museums (AIM) and funded by the Pilgrim Trust, the Collection Care Audit Scheme aims to support small museums, those with under 50 thousand visitors, to understand the steps they need to take to improve collections care and can help inform those who are on their journey to becoming an accredited museum.

Icon is supporting AIM in pulling together a pool of Accredited members of Icon who can be drawn upon to undertake this work.

Collections Care Audits

Individual museums must apply for funding which will allow them to work with an Accredited Conservator/ member of Icon for three days from the pre-selected list to undertake the collections care audits. The conservation consultant will visit a small museum in which collections are stored, used and/or displayed.

The consultant will inspect and assess:

- Building configuration, maintenance, and associated risks.
- Environmental conditions and controls, plus current environmental monitoring and recording practice.
- Light and UV levels and controls, plus current monitoring and recording practice.
- Protection against airborne pollutants.
- Pest monitoring and control.
- Display conditions and practice - materials, mounting methods.
- Storage provision and equipment, shelving etc.
- Storage packing methods and materials.
- Handling practice.
- Security.
- General condition of collections including evidence of pest damage.
- Existing collections management policies and plans

Reporting

The Collections Care Audits are to provide information on the following:

- General information about the organisation and its objectives in applying for the assessment.
- Condition of the building and facilities.
- A summary description of the site(s) with a particular focus on the display and storage conditions and should offer guidance on how these may be improved.
- A summary description of the collections covered by the report.
- Note of any site or collection areas not covered.

- Note of organisational staff, including volunteers, involved in collection care and management.
- Report on all aspects inspected and assessed (see above) with note and explanation of the consultant's recommendations for improvement.
- Note on the organisation's emergency preparedness planning.
- A clearly prioritised summary of all recommendations for action with a recommended timescale for implementation.
- In some cases, it may be helpful to offer indicative costings for recommendations (or an indication of where / how / from whom costings might be obtained).

In addition, the consultant will provide:

- Standard appendices as appropriate giving specific relevant practical information/advice: e.g., making slipcases, storing photographs etc.
- Suggestions on priorities for collections care, which could be supported through further applications to the AIM Pilgrim Trust grant scheme or an alternative funder.

Required experience

- Icon Accredited member
- Experience of undertaking Collections Care Assessments
- An understanding of a broad range of material and collection types
- Experience of working with and supporting small museums
- Experience of working with museums run by volunteers/ non-specialists.
- Familiarity with the museum accreditation process

How to apply

Individuals interested in applying to join the pool of consultants must supply a CV and a short covering statement explaining why you feel that you are suitable to undertake this role.

Applications should be emailed to Veronica Wilson, Skills & Research Assistant at veronica.wilson@icon.org.uk by 30th June 2023 at 5pm.