

JOB DESCRIPTION

Collections Content Assistant

November 2025



Department	Collections and Engagement
Position type	Permanent Full-time
Responsible to	Collections Manager
Responsible for	Volunteers as required
Salary	£25,000
Location	Thackray Museum of Medicine, Leeds LS9 7LN
Application Deadline	Sunday 8 th February 11.59pm

THACKRAY MUSEUM OF MEDICINE

The Thackray Museum of Medicine is the UK's largest independent medical museum, and a place that inspires people with the passion and purpose of medicine and healthcare – past, present and future.

Situated in the bustle of a lively East Leeds inner-city community, and adjacent to St James's Hospital (Europe's largest teaching hospital), the Museum showcases innovation and collaboration in medical endeavour through its collection of over 81,500 objects covering all aspects of the history of medicine.

Welcoming 70,000 visitors through the year, the Museum's exhibitions and programmes are built on the foundation of democratising the collection and co-curating with our community. Medicine touches the lives of all humankind, and the museum uses its collection as a focal point to share stories through people from all parts of society, past and present.

THE ROLE

The Collections and Content Assistant will help to manage, develop and share our collection. You will be a passionate advocate for the museum, drawing inspiration from our collection to create content that inspires people to help shape a better tomorrow. It is a unique role that will bridge working across the Collections and Marketing teams to engage a greater diversity of people in Thackray's collection, as well caring for, and helping improve access to, the collection.

You will help to care for our collection. This will include cataloguing objects using our collections management system and auditing data within existing object records, such as updating object locations. You will help to keep our collection safe and accessible through environmental monitoring, hazards management and condition checking. You will take an active role in developing our collection through suggesting items for acquisition and disposal. You will also help with exhibition installation and de-installation.

You will help share our collection. This will include developing online content that promotes our programme. You will use your knowledge of our collection to identify unique stories and put them at the heart of our marketing, socials and website content. You will help to administer and evaluate marketing campaigns using our audience segmentation profiles. You will also host talks, tours and object handling sessions.

You will work across our Collections and Marketing teams, with your time split evenly between the two. You will work especially closely with the Collections Officer on documentation and development and our Marketing and Communications Officer when creating promotional content. You will also be working closely with our Collections Manager and Head of Marketing and Audiences. You will supervise collection volunteers as required.

If you meet the essential criteria, you'll be considered for an interview.

The Thackray Museum of Medicine is actively committed to promoting equality, inclusion and diversity. We especially welcome applications from people with protected characteristics.

ABOUT YOU

This would be the perfect role for someone seeking to develop their career in museums. Maybe you've volunteered or worked in a museum and have a passion for collections management. Perhaps you have a part time role in marketing and would like to take your career in a new and different direction. We are interested in transferable skills from both collections and marketing roles as well experience outside of work. Perhaps you have your own TikTok channel or create videos for YouTube. Maybe you blog or run your own Substack. We'd love to hear from you. We'll provide all the one-to-one support, training and mentoring that you need to make your role a success.

KEY RESPONSIBILITIES

Assist with the ongoing care and development of the museum's collection

- Completing documentation work, including object entry, cataloguing, location control and the accessioning and deaccession of objects and books.
- Assist in care of the collection to include environmental monitoring, hazards management, condition checking, repacking and safe storage of museum objects.
- To assist with the development of the collection, including proposing new items for our collection and objects for disposal.

Support access and use of our collection

- Support the delivery and promotion of tours, talks and object handling sessions.
- Support with the installation and de-installation of displays and exhibitions
- Data cleaning and digitisation.

Collections Engagement and Content Creation

- Support with the development of online content to spotlight the collection – particularly relating to current project work and programming activities.
- Propose and produce social media content.
- Use data analytics and our audience segmentation model to make informed decisions about how such content is created.
- Work closely with the Marketing and Communications Officer to devise opportunities for the collection to be better linked to wider promotional activity and brand awareness.
- Work with the wider Engagement team on opportunities for utilising engagement with the collection for potential income generation.
- Support with the administration and evaluation of digital marketing activity undertaken as part of this role.

General

- Supervise volunteers working with our collection.

Other Responsibilities

A commitment to equity, diversity and inclusion.

A commitment to working safely in line with our Health and Safety Policy.

Actively contribute to the successful achievement of departmental and charity-wide goals.

Adhere to all Thackray Museum of Medicine policies and procedures.

Be passionate about protecting the longevity and reputation of the Thackray Museum of Medicine.

Carry out any other duties as reasonably requested by the Director of Collections, Programming and Learning or Director of Engagement, including late-night and weekend working, commensurate with the general level of responsibility within the organisation.

Benefits and Conditions

- 25 days annual leave entitlement plus 8 statutory holidays (pro rata).
- Normal working hours are 37 hours per week.
- Evening and weekend working required as reasonably requested.
- Enhanced DBS check required.

Other terms and conditions in line with the Thackray Museum of Medicine standard Contract of Employment.

PERSON SPECIFICATION

You will definitely have (ESSENTIAL criteria)

- Worked or volunteered in a museum or art gallery.
- Experience of working with museum or art collections.
- Experience of completing repetitive tasks to a high level of accuracy.
- Created engaging written content and spoken in public to an audience.
- Created engaging social media content.

It would be a bonus if you have (DESIRABLE criteria)

- Worked with a collections management system.
- Worked with marketing and comms teams.
- Experience of using data or evaluation to shape content for a specific audience.
- Worked with content creators or digital creatives.
- Supported increasing diversity or anti-racism.

HOW TO APPLY

Our shortlisting is **anonymous** and we want to make the application process as easy and as open as possible, so you can apply in two ways ...

1. Send us a CV (up to two pages) and supporting letter (no more than 1000 words) or
2. Send us a CV (up to two pages) and supporting video or audio of up to 5 minutes.

You need to do this by **Sunday 8th February**

SUPPORTING LETTER, VIDEO or AUDIO

Your letter, video or audio should respond to the prompts below and address the points in the person specification. If you meet all of the essential criteria, we'd love to hear from you.

Please send your letter, audio or video along with your CV to judith.knox@thackraymuseum.org.

We will do our best to protect your anonymity in materials you provide when our shortlisting panel see them, such as redacting personal details like your name.

INFORMATION TO INCLUDE IN YOUR APPLICATION (PROMPTS)

CV

Employment / achievement history.

Please provide a summary of your employment history, including your current or most recent employer. In addition, please include other relevant previous posts and two references.

COVERING LETTER

Why you'd like to work for us

Briefly tell us why you'd like to be our Collections Content Assistant. What is it that excites you about this role?

Relevant experience

Please tell us how you meet the person specification above. If you can, give examples so that we get a really good idea of what you have worked on or achieved.

Interviews will be held week beginning 23rd February

USING AI

We understand that many people use AI when applying for jobs. You are welcome to use AI to help you research and organise your ideas but we ask, if you are able, to write the application yourself. We have tried to make this application as simple and accessible as possible, and we are not expecting you to spend more than a few hours writing it.

Questions?

If you would like to speak to us before making an application, please email louise.crossley@thackraymuseum.org