JOB DESCRIPTION

Collections and Communications Assistant

Department	Collections and Engagement
Position type	Permanent Full-time
Responsible to	Collections Manager
Responsible for	Volunteers as required
Salary	**£25,750**
Location	Thackray Museum of Medicine, Leeds LS9 7LN
Application Deadline	9am, Monday **7th December 2026**

THACKRAY MUSEUM OF MEDICINE

Thackray is a welcoming, safe space where we share our unique collection to help shape a better tomorrow. We empower people to understand their own healthcare choices and inspire future generations of changemakers by platforming told and untold stories of medicine and society. By embracing and representing our community, people will see themselves and better understand each other.

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 81,000 accessioned objects, books, catalogues and archives, 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 of people from all parts of society, past and present.

THE ROLE

The Collections and Communications Assistant will help to manage, develop and share our collection

This is a unique role that will work across our Collections and Marketing teams, with your time split evenly between the two.

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 and bring it to life for our visitors. 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 work with colleagues from across our Collections, Programming, Learning and Engagement teams to host talks, tours and object handling sessions.

You will work especially closely with the Collections Officer on documentation and collections development and our Marketing and Communications Officer when creating and evaluating promotional content. You will also be working closely with our Collections Manager and Head of Marketing and Communications. You may be asked to 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. You will have volunteered or worked in a museum or art gallery and have a passion for collections management and object-based storytelling.

We are interested in transferable skills from both collections and marketing roles as well as experience outside of work.

We recognise that you may have more experience in one area of this role than another. We'll provide all the one-to-one support, training and mentoring that you need to make your time at Thackray 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 deaccessioning of object and books.
- Assist in care of the collection, including environmental monitoring, hazard management, condition checking, repacking and safe storage of museum objects.
- To assist with the development of the collection, including proposing new items for acquisition and objects for disposal.

Support access and use of our of collection

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

Collections Engagement and Storytelling

- Support marketing and communications activity, helping collate data and analyse engagement to develop audience-focused content.
- Support the Marketing and Communications Officer and Curatorial team to devise opportunities for our collection to be better linked to brand storytelling and wider promotional activity.
- Assist in the development of high-quality, engaging content for a range of audiences, with a particular focus on spotlighting the collection and our star objects

General

- Where appropriate, supervise volunteers working with our collection.

Other Responsibilities

A commitment to equality, 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, including occasional 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.
- 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 collections role in a museum, art gallery or archive
- Experience of completing repetitive tasks to a high level of accuracy
- Good copywriting, presentation and proofreading skills, with an eye for detail
- Ability to think creatively and to work under your own initiative to multitask

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

- Worked with a collections management system
- Prior demonstrable marketing experience
- Experience of using data or evaluation to shape content for a specific audience
- A passion for increasing diversity and representation, including anti-racism

HOW TO APPLY

We want to make the application process as easy and as open as possible.

Applications can be made by providing a CV and supporting statement of up to 1,000 words. You also have the option for your supporting statement to be in an audio-only format, up to eight minutes maximum.

Your supporting statement should tell us how you meet the person specification above. Please include examples so that we get a really good idea of your experience.

Your CV should provide a summary of your employment history, including your current or most recent employer. In addition, please include two references. Your CV should be no more than two pages long.

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

Interviews will be held on **Tuesday 12th January**

USING AI

The museum recognises that using AI is becoming part of everyday life for many people. You are welcome to use AI to help you research and organise your ideas, but we ask that you 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 or recording it.

QUESTIONS?

If you have any questions about this application form or the role, please contact recruitment@thackraymuseum.org