

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Assistant Curator Leathercraft

Museums, Place

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

To support the delivery of a dynamic and engaging programme of collections care, collections documentation, temporary exhibitions, and public engagement activities for the Leathercraft collection.



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To contribute to the development of curatorial content (Leathercraft collection) for a wide range of projects in collaboration with Collections Manager, Curators and the Exhibitions Officer.

To assist in the research, interpretation, and presentation of collections to diverse audiences for the Leathercraft collection.

To assist in collections care and development, ensuring accurate documentation and adherence to best practice in collections care for the Leathercraft collection.

To play a key role in enhancing public access to collections through enquiries, exhibitions, displays, and programming for the Leathercraft collection.

To support the effective delivery of curatorial and exhibition projects through strong organisational and administrative skills for the Leathercraft collection.

Accountable to:

This role is accountable to **Collections Manager**. The role sits within the Museum Service, a part of Sport, Leisure & Culture, reporting to Place, Economy & Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. Support the care of the Leathercraft collection, including tasks related to documentation, conservation, housekeeping, storage, acquisition, managed access, research, and interpretation.
2. Contribute to the accurate recording and maintenance of the Leathercraft collection data, following established collections management policies and procedures.
3. Assist with the safe handling, movement, and care of Leathercraft objects in accordance with best practice standards.
4. Assist with the planning and delivery of temporary exhibitions and public programmes at museum and offsite venues.
5. Draft, proofread, and edit exhibition texts and assist with the production of publications, including sourcing copyright permissions
6. Respond to enquiries from the public and stakeholders via phone, email, or in person.
7. Collaborate with internal staff, volunteers, and external partners to ensure successful project delivery and audience impact.
8. Support the development and implementation of marketing activities, including digital and print content and social media posts.
9. Participate in training and professional development to stay current with museum practices and audience engagement approaches. Contribute to training programmes for volunteers and staff.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.

11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Strong written and verbal communication skills, with the ability to draft clear and engaging exhibition text and correspondence.	E	A, I, P
Excellent attention to detail, especially in data entry, proofreading, and managing digital and paper records.	E	A, I, P
Strong organisational and time management skills, with the ability to manage multiple tasks and meet deadlines	E	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A

Knowledge:	Essential / Desirable	Measured by
Basic understanding of museum collections management, including documentation, storage, and conservation principles.	E	A, I
Awareness of object handling best practices and preventive conservation.	E	A, I
Familiarity with the role of exhibitions and public engagement in museum settings.	D	A, I
Understanding of copyright and image permissions in relation to museum publishing and interpretation	D	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience volunteering or working in a museum or heritage environment.	E	A, I
Experience working with data entry systems or databases, preferably in a museums or heritage organisation.	D	A, I
Experience assisting with public-facing events, exhibitions, or learning activities.	D	A, I
Experience collaborating with others, including staff, volunteers, or external contributors, in a project-based or customer service environment.	E	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to degree level or equivalent experience, preferably in a relevant subject such as History, Art History, Archaeology, Museum Studies,	E	A
Willingness to undertake relevant training and continuous professional development	E	I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Worker type:	Part-flexible		
People management responsibility:	Volunteers	Budget responsibility:	n/a

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

Regular manual handling

Occasional working at height (ladders/steps)

Some travel to other museum sites

The role is primarily museum based as the focus is on collections work, exhibitions and events. There is some scope for working from home, though the role is principally museum based.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture."

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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Choose a career that offers you a true sense of achievement,
fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.



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