

Job Description/Person Specification

For HR Use only:

Job number for CIPHR:

Job Title: Project Curator: EMKP

Reports to: Head EMKP

Department: AOA

Grade: C2C

Term: Fixed Term to May 2028

Main purpose of Job:

To support daily operations of the Endangered Material Knowledge Programme (EMKP) including budget records, logistics and general enquiries; to be able to respond to enquiries from prospective applicants and grantees; to assist in digital repository content review, including grantee asset checking; to help disseminate project results through digital media (website, social media and newsletter); to support planning and organisation of EMKP events including training, review meetings and workshops.

Key Responsibilities:

- To assist with the day-to-day operations of the EMKP programme including budget records, logistics and communications.
- To support successful grantees in delivery of documentation projects through regular communication, and keeping up to date records of progress and spending
- To be able to respond to enquiries and offer advice to prospective applicants and grantees
- To assist the Digital Project Curator in managing data audit (supporting grantees during asset preparation, checking submitted material for formatting and compliance)
- To assist in dissemination of EMKP and funded projects through public digital platforms including the website, newsletter and social media, including developing original content under guidance of EMKP Head/senior Project Curators
- To coordinate in the delivery of grant related events, specifically training, review meetings and workshops, and manage logistical requirements including budget and travel planning.
- To support grantees in accessing Museum assets relevant to their research and integrating results into Museum records (e.g. MI+)
- To report regularly to Head of EMKP on progress
- Other duties as assigned

What are the main work pressures and challenges?

Working to fixed project deadline while also responding to dynamic situations

Working flexibly with a diverse community of stakeholders and grantees

Developing innovative solutions to practical or logistical issues

Key Dimensions

Regular reporting to the Head of EMKP

Working with external stakeholders independently

Reporting to senior Project Curators re data processing and website/social media content

Updating budget and project records.

What are the performance targets or standards?

Regular and responsive communication with community of applicants/grantees

Delivery of EMKP grant related events in conjunction with Head and senior Project Curators
Timely audit of submitted assets to repository
Supporting delivery of working digital repository and public dissemination
Maintenance of records

Who are the main contacts of the jobholder and what are the relationships to these contacts [e.g. managing, influencing, advising]?

Head of EMKP: reporting
EMKP Project Curators: reporting, advising
External stakeholders and grantee's: advising, guiding

Person specification

	Essential	Desirable
Education - levels & subjects	BA/BSc (or equivalent) digital humanities, anthropology, archaeology, information studies, administration or other relevant degree	Postgraduate degree
Other qualifications		Language skills in widely spoken language and/or languages from Africa, Oceania, Americas and Asia
Specific technical/professional skills & experience	Some familiarity with digital asset management and public dissemination. Interest in material culture anthropology especially of Africa, Asia, Americas and Oceania	Research experience in material culture anthropology of Africa, Americas, Asia and Oceania
Work experience, likely former jobs	Experience of working in a museum or library; events co-ordination; digital collections	Experience of working in research
Specific managerial skills	Good organisational skills	Experience of project management
Specific interpersonal skills	Open, effective communicator with good spoken and written English Ability to work as part of a team and independently	Ability to present in public in an engaging manner Good spoken/written skills in language other than English
Publications record (if appropriate)	Evidence of familiarity with social media and dissemination	Scholarly publications in academic and/or public fora