

Role summary

Led by the Special Collections Archivist, this role calls for a highly organised, proactive and self-motivated individual. The position will take a crucial supporting role in all aspects of the recording, archiving, preservation, and shipping of models, as well as working with the exhibitions team to prepare model schedules, customs documentation, loan agreements and assist with logistics for models and other materials for exhibitions. The position requires a diligent, hands-on approach to ensure that models are recorded correctly.

Role Definition

Job title: Model and Exhibitions Coordinator
Reporting to: Special Collections Archivist on a day-to-day basis and ultimately to the Publications and Research Manager and Head of Communications

Responsibilities

- Assist in the management of the model collection, including scheduled audits of existing model assets, conservation of historic models, and maintenance with specialist practitioners.
- Recording new models in a SPECTRUM-compliant collections management system, highly customised to the company's needs
- Work with the exhibitions to coordinate the logistics and shipping for models and loans for exhibitions, including but not limited to the preparation of shipping estimates, model schedules, customs documentation, packaging requirements, loan agreements, and condition checks.
- Continue the process of cleaning data on our database, amending existing records and updating details and location of models around the London campus, storage spaces and overseas offices.
- Liaise with Modelshop, drawings and documents archivists, and warehouse teams responsible for storing archives in Deepstore
- Respond to ad-hoc requests to store and retrieve models from storage.
- Liaise with Modelshop, Facilities, design, records and other teams regarding the fabrication, repair, packing, move and storage of the models.
- Work with the Facilities team with all current and future space requirements for the model archive.
- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards

Qualities and Skills required

- Demonstrable experience in shipping, both domestic and international, particularly with high-value art or architectural models (Essential)
- Experience in an architecture, museum or art institution or archive (Desired)
- Familiarity with model or art handling and production
- Experience in the use of archive databases
- Meticulousness, rigour, keen eye for detail and patience
- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team

- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.