

**Candidate Pack**  
**Collections Data Assistant**  
**Full Time, 40 hours per week**  
**Fixed Term Contract, 12 Months**



# Introduction

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The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the 18th and 19th centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and attract over 500,000 visitors a year to the museum.



# Our priorities

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The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- To maintain, research and preserve the Collection for future generations;
- To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;
- To build and support a strong exhibition programme;
- To lay a strong financial foundation for the future; and
- To embark upon a Masterplan programme to transform the museum.



# Project overview

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The Wallace Collection has embarked on a major project to migrate its collection records from a locally hosted Collections Management System (CollMS) to a new CollMS with integrated Digital Asset Management System (DAMS), and to fully integrate these into a redeveloped website to enhance public access. The project includes the digitisation of analogue assets in preparation for migration. Ultimately, the project will enhance the Collection's ability to care for, interpret and display its important holdings, as well as enabling research and broadening digital engagement.

The Collection Systems Project team comprises the Project Manager role, a Documentation Officer and a Digital Collections Trainee. The project supported by stakeholders from across departments including IT, Collection Care, Curatorial and Communications.

This project is made possible by funding from The National Lottery Heritage Fund.



# Role summary

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The Collections Data Assistant will help improve existing data within the Collection's CollIMS and image drives. This includes data cleansing and records auditing, maintaining collections management and documentation standards in preparation for the migration to a new CollIMS and DAMS. The postholder will assist the team with day-to-day tasks and play a critical role in the preparatory phase of this project, becoming a "super user" to help with the switch over to the new system through training and testing, as well as continuing work post-migration to new systems.

This role reports to the Collections Documentation Officer.



# Role description

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## Documentation

- Support the Collection Documentation Officer with implementing the Collection-wide Documentation Plan for object data records.
- Reconcile object information between physical object history files and digital records.
- Assist with data checking and cleaning of object data records, to ensure consistency and accuracy of information across all mandatory fields and ensuring records conform with Spectrum standards.
- Create and edit controlled terminologies for data fields.
- Work with wider internal stakeholders to resolve queries related to collection data standards.

## Digitisation

- Support the with digital image file management and preparation for migration, including reorganisation and restructuring current files, as well as naming/renaming files to set naming conventions.

## General

- Support the Project Manager and wider team with project administration.
- Assist with post-migration testing and data reconciliation to verify the accuracy of transferred data and system functionality.
- Support the new users through training, day to day support and user documentation
- Handle all objects safely with the utmost of care and to museum standards.
- Undertake other duties as reasonably directed by the Collection.

# Person specification

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## Essential

- Degree level qualification in a relevant subject, or equivalent work experience.
- At least one year's experience working in collections documentation and/or digitisation, with demonstrable experience in using collections and/or digital asset management systems (CollMS and DAMS) or similar.
- Computer literate with a good working knowledge of MS Office 365 software packages, especially Excel, Word and Outlook.
- Ability to maintain high levels of accuracy while undertaking repetitive tasks, with strong attention to detail.
- A systematic approach to working and ability to prioritise and manage time effectively.
- Excellent communication and interpersonal skills.
- Flexible and pragmatic approach to work and a willingness and ability to undertake manual duties.
- A genuine interest in museums, art history and the wider cultural sector.

## Desirable

- Knowledge of collections management standards e.g. Spectrum 5.1 in a museum context.
- Experience with data cleaning or batch data projects.
- Experience handling analogue image objects and/or works of art within a museum context.



# Salary, benefits and working hours

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The salary for this temporary post is £30,784 per annum.

In addition, the post-holder will receive, pro-rated, 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- **NEST Pension Scheme**
- **Interest free loans after six months satisfactory service**
  - Interest free season ticket loan
  - Cycle to work loan
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Employee Assistance Programme**
  - Services available 24/7 and 365 days per year to all employees
  - Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09:00 to 17:00. However, some flexibility will be expected to support the general activities of the Department and museum.

# How to apply

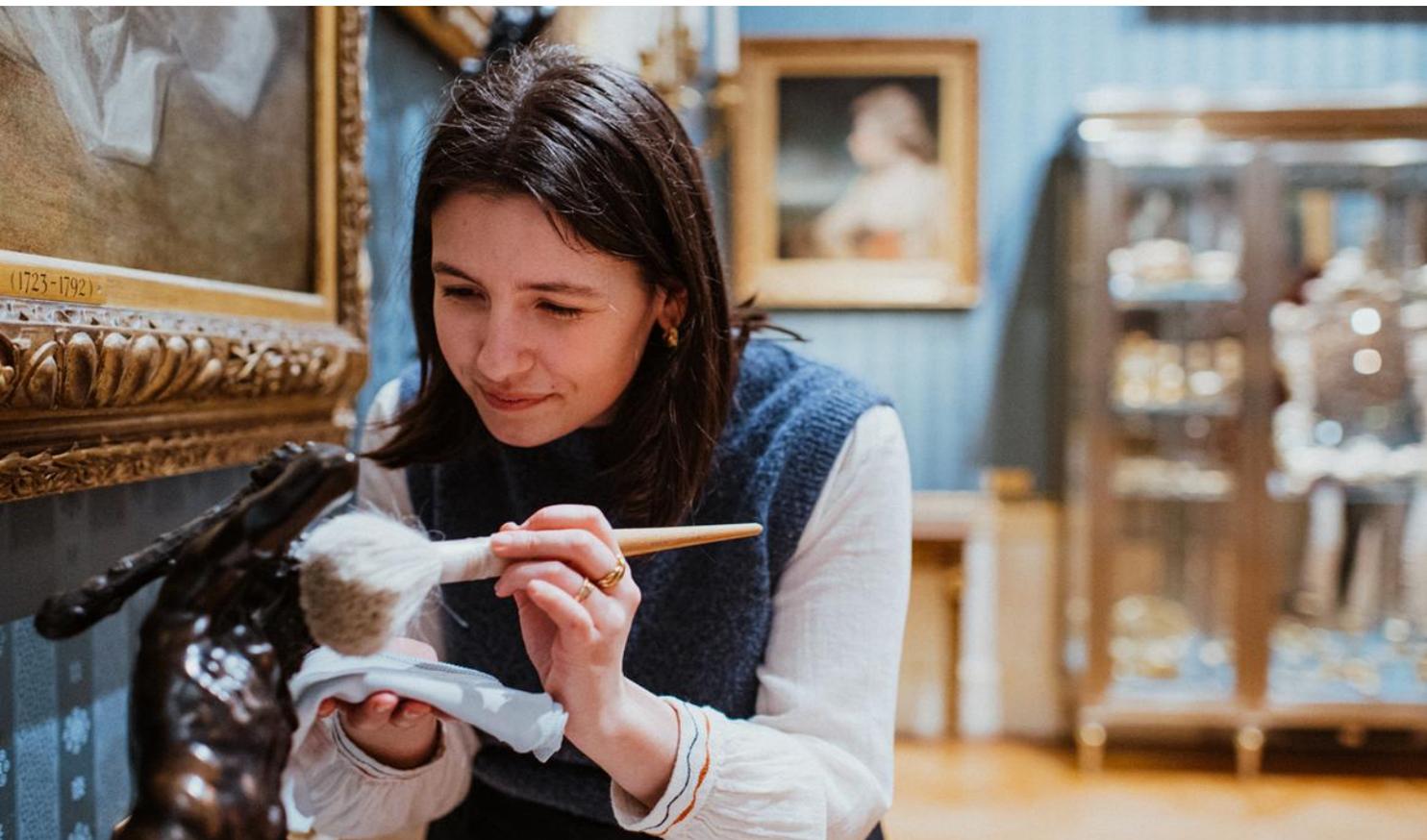
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Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to [recruitment@wallacecollection.org](mailto:recruitment@wallacecollection.org) by midnight **19/04/2026**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place week commencing, **20/04/2026** and **27/04/2026**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

**Start date: As soon as possible**

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.



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