



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title:	Museum and Events Assistant
Department:	Library and Museum, Nursing Department
Reports to:	Museum and Events Manager
Key relationships:	RCN Library and Museum Team RCN Communications RCN History of Nursing Forum
Hours:	35 hours per week (Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)
Grade:	H
Location:	London HQ

JOB PURPOSE

To assist with the delivery of the Library and Museum (LAM) events and exhibitions programme.

1. Management Responsibilities

- Support of volunteers working on Museum and exhibitions projects.

2. Projects

- Promote internal and external wellbeing programmes and act as a health and wellbeing advocate.
- To participate in project management groups within LAM and the wider RCN.

3. Financial Responsibilities

- Administrate library events booking systems and general finance administration as required.

4. Specific Role Duties

- To assist with the planning, delivery and evaluation of exhibitions in the RCN Library and Museum.
- Deal with administration associated with the exhibition and event series.
- Support copyright management of images used in exhibitions and events, including documentation and sourcing permissions.
- Support the care of objects including handling, condition checking and installing objects in RCN exhibitions and carrying out environmental monitoring.
- Support the ongoing documentation and development of the RCN Museum object collection.
- Support the administration, co-ordination and documentation of acquisitions and loans.
- Support Museums Accreditation, including implementation and update of procedures as relevant.
- Support interactive and digital displays in exhibition space, including oral history kiosk, liaising with IT and AV where necessary
- Assist with creating, hosting and evaluating the events programme, including acting as co-host or front of house at online and in-person events and tours.
- Create event listings and edit the Events & Exhibitions webpages as required
- Act as main liaison for events enquiries, including tours, working with Customer Service Team.
- Assist with the delivery of excellent customer service in line with the RCN Library and Museum customer standards.
- Promote the RCN and the RCN Library and Museum including attendance at member recruitment events.
- Support Library and Museum social media team, including providing content and regular rostered slots.
- Deliver marketing of events on external listing sites, and by planning and building bulk emails.

5. Additional responsibilities

- Treat colleagues, members, customers, and others with respect in line with our values and Our Respect Charter.
- Champion equality, diversity, inclusion, and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, diversity and inclusion statement.
- Comply with the RCN Data Protection Policy, Retention Schedule, and department procedures to ensure personal data is protected at all times.
- Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.
- Undertake any other duties as requested in line with the job role.

Job description updated by:

Sarah Chaney, Museum and Events Manager, 11/12/2024