



Job Description

Job Title	Assistant Curator, Visual Media and Archives, London (Permanent)
Reporting to:	Curator of Photographs,
Direct Reports:	No direct reports, but may work with / manage volunteers
Grade:	Technical and/or Team Supervisory
Department/Team:	Collections and Research
Group:	Content and Programmes

ABOUT THE RAF MUSEUM

The Royal Air Force Museum is a national museum, a Government non-departmental public body (NDPB) and a registered charity, with two sister sites at London and Cosford. RAF Museum Enterprises Ltd is the trading arm of the RAF Museum with all profits gift-aided to the Museum to support its charitable activities. Our purpose is to share the story of the Royal Air Force - past, present and future, using the stories of its people and our collections, to engage, entertain, inspire and encourage learning. Our overall vision is to inspire everyone with the RAF story – the people who shape it and its place in our lives.

The shared values that guide our planning and behaviour are:

- **INtegrity:** we are open, transparent and ethical
- **Sharing:** we work as a team to ensure our collections and expertise are accessible to all
- **Passion:** we care deeply about sharing our collections and their stories
- **Innovation:** we tell our stories and develop our business with creativity and imagination
- **Relevance:** we ensure our legacy by linking our histories with today and tomorrow
- **Excellence:** we are professional and strive to ensure excellence in all that we do

As an organisation, we aspire to be entrepreneurial, agile and sustainable in our approach, and have agreed five key strategic priorities which will underpin all that we do for the current strategic planning period to 2030:

- Inspiring innovative engagement, debate and reflection
- Connecting with communities and partners
- Inspiring our people within a dynamic, diverse and collaborative culture
- Fit for the future with brilliant basics
- Embedding an entrepreneurial, agile and sustainable approach

Underpinning everything that we do, the Museum has three overarching commitments that inform

our insight, business planning and strategy development, these are our:

- **Equity, Diversity and Inclusion Commitment** – we believe that everyone has the right to live without fear or prejudice regardless of race, age, gender, disability, sexual orientation, social class, religion and belief. We aim to embed a supportive and open culture which is inclusive, positive and fair to all, develop flexible opportunities to encourage engagement with the Museum onsite, offsite and online and celebrate differences.
- **Sustainability Commitment** - we are in a climate emergency, and we are committed to addressing this crisis through our operation and with our audiences. We will operate in an environmentally sustainable way, applying the principles of sustainable development for the benefit of current and future generations, both locally and globally.
- **Health & Wellbeing Commitment** – we are committed to creating an environment where health and wellbeing are actively promoted, where people feel engaged and valued for their contribution. We aim to create a health promoting workplace where people can be themselves, feel their best and perform at their best, so we can deliver an exceptional experience for our visitors.

As a member of the RAF Museum team, you will play an important role in delivering our purpose and achieving our vision, ensuring that the Royal Air Force's story continues to enrich and inspire current and future generations.

The Content and Programmes Group comprises, Collections and Research, Collections Services, Exhibitions and Interpretation, Access and Learning, and Major Programmes. We develop, fundraise for and deliver creative programmes and resources designed to engage and inspire everyone with our collection and RAF stories wherever they are in the world.

Purpose of the Job

- You will support the work of the Museum's curators to develop the RAF Museum's Collection in support of the Museum's Vision, Values and Strategic Plan
- You will support the delivery of Museum's Vision by enabling public access to, and understanding of, our collection.
- You will assist in looking after the Archive and Library collections to ensure their development and preservation
- You will assist cross-departmental teams in the delivery of the Museum's vision and Strategy 2030

Key Role Responsibilities

Access and Research

- Facilitate access to the collections and information relating to and contained within them according to Department policies and procedures
- Answer requests for information received from Museum colleagues, visiting researchers and external enquirers within agreed timeframes
- Research and develop the Museum's collection by assisting the Museum's Curator of Photographs

- Support the Museum's Archive and Library team, including supervising and assisting researchers using the Museum's reading room.
- Disseminate knowledge through the delivery of agreed and supported outputs including but not limited to the undertaking of outreach activity, exhibition and digital content
- Build and enhance your knowledge of RAF history including the development of knowledge of the collections held by the Department

Stewardship

- Assist in caring for the Museum's collections as directed and in accordance with Museum policies and procedures as well as sector best practice guidelines
- Assist as directed in developing the collections through the acquisition and disposal of material and liaison with stakeholders
- Document and catalogue the collections to enhance access and research use in line with Museum policies and procedures and Spectrum standards.
- Contribute to the Museum's digitisation programmes, undertaking digitisation of documents, recording metadata and uploading to the Museum's databases

Administration and Departmental Support

- Supervise volunteers as required
- Collect data and provide reports both in writing and through presentations and discussion as required
- Contribute actively to business risk management and Health and Safety management
- Support cross - departmental teams as required.

Additional General Responsibilities

Relationships

- Ensure effective communication with all stakeholders, both internally and externally.
- Work closely with other departments to deliver museum-wide programmes and objectives.
- Cultivate internal relationships that cross team boundaries and demonstrate positive collaboration and problem solving with all team members.
- Cultivate external relationships to identify potential new partners.
- Build and maintain partnerships with relevant external contacts and stakeholders.
- Champion volunteering across the Museum.

Budgets and Resources

- Work to reduce operational costs and maximise resources whilst maintaining standards of products and services.

Policies and Procedures

- Uphold both the spirit and letter of the Museums Association's Code of Ethics.
- Adhere to Museum policies, procedures and code of conduct, to protect people and the Museum's reputation, including GDPR, Health and Safety and Safeguarding policies and procedures.
- Professionally challenge procedures that do not add value to the Museum.

Personal Responsibilities

- Actively support and demonstrate the Museum's Values.
- Work as part of a team and support colleagues across the Museum.
- Protect the reputation of the Museum.

General Consideration

- The above job description is not intended to be a comprehensive list of key responsibilities, duties or requirements, and you are expected to carry out any other duties commensurate with the scope and scale of your role. The job description should be reviewed regularly to ensure it remains an accurate reflection of your role.
- You will be expected to travel to other sites, as and when the role requires it, including outside the UK.

Person Specification:

The post holder **must** have (and be able to demonstrate) the following core/professional competencies:

COMPETENCY	DETAILS
Essential technical competencies	<ul style="list-style-type: none"> • High level of knowledge related to Museum's Collection practice and administration gained through employment or a relevant qualification. • Excellent written and verbal communication skills. • Excellent Microsoft Office and Excel software skills. • Demonstrable experience of working within a team
Communication & Engaging People	<ul style="list-style-type: none"> • Displays enthusiasm around activities, adopting a positive approach when interacting with others and motivating team members • Listens to, understands, respects and accepts different views, ideas and ways of working • Expresses ideas and provides feedback in a timely and effective manner and with sensitivity and respect to others • Gives credit and acknowledges contributions of individuals in team. Deals with team performance or behaviour, issues in a timely and suitable way • Seeks effective ways of working with colleagues, team members and other stakeholders, sharing information, knowledge and experience.
Decision Making & Problem Solving	<ul style="list-style-type: none"> • Uses experience and knowledge of standard practices, procedures or customs to evaluate problems and make appropriate decisions/provide appropriate advice • Is able to deal with unfamiliar situations or issues in an effective manner, understanding when a situation requires reference to a relevant individual • Takes initiative to suggest improvement ideas, sharing with the appropriate people in a constructive manner. • Takes ownership of problems in their own area of responsibility.
Delivering Results	<ul style="list-style-type: none"> • Is able to organise own and others' activities to deliver to expected standards and targets, with operational responsibility for a particular area • Shows determination to meet own objectives and priorities and supports team members in doing the same • Considers and pre-empts situations that may require changes to own or, if applicable, team's priorities, and plans accordingly • Remains positive and focused on achieving outcomes, despite setbacks.

Change, Adaptability & Flexibility	<ul style="list-style-type: none"> • Is receptive and/or pro-actively identifies and contributes to new ideas and approaches, and adapts accordingly • Has the ability to handle conflicting priorities • Ensures own or, if applicable, team, uncertainties around any proposed changes are promptly and constructively raised with the appropriate people/person • Demonstrates an understanding of the need for change and adapts activities and approaches to successfully support the change.
Professional Excellence	<ul style="list-style-type: none"> • Demonstrates the appropriate level of technical and/or professional knowledge to fulfil the requirements of the role • Demonstrates pro-activity in seeking opportunities to develop skills, knowledge and experience within own area • Shows a willingness to take on new opportunities and activities to expand experience, skills and expertise.
Strategy & Leadership	<ul style="list-style-type: none"> • Understands the Museum’s purpose, vision and strategic objectives, and how their own role, their team and other teams within the Museum, supports their achievement • Positively influences and motivates others, building trust and cooperation within and between teams.

The following are **desirable**:

COMPETENCY	DETAILS
Additional technical competencies	<ul style="list-style-type: none"> • Experience of using Collections Management systems, including Collections Management databases • Experience of carrying out and sharing research • Postgraduate qualification in Museum Studies or other relevant research e.g. War Studies. • Knowledge of the RAF Museum’s collections/RAF history • Experience of developing and delivering exhibitions, physical and/or digital • Experience of co-curation of projects

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Created by: Harry Raffal

Approved by: Kam Sandhu-Patel