

## The Geological Curators Group needs YOU!

### Charity trustee vacancy – Collections Coordinator

Please see the information [here](#) for background to the role and further information about how GCG works.

We are seeking to fill a post on our committee, the Collections Coordinator. As a collections-based charity, this is a pivotal role. You would need to monitor geological collections nationwide, and initiate and manage dialogue where needed. Keeping up with national and specialist policies and protocols is essential, as well as where GCG can feed into these by representing our members, lobbying or completing research.

#### Specification

**Purpose:** To monitor geological collections nationwide in order that GCG can support as many as possible.

**Key relationships:** Communications Coordinator (new role), Programme Coordinator, Chair, Conservation Officer (non-trustee role)

**Average time commitment:** 100 hours pa

#### Main tasks:

- Monitor collections and update and maintain the GCG database (<https://www.geocurator.org/collections>). Report on current collections issues
- Monitor and liaise with relevant bodies to keep abreast of policies, news and advice (for example the Museums Association, the Subject Specialist Networks Consortium, NatSCA, the Geological Society)
- Liaise with the UK Distributed Natural Science (UKDiNaS) collections group/Distributed System of Scientific Collections (DiSSCo)/Towards a National Collection (TaNC) projects to ensure that GCG is contributing fully to the emerging digitisation landscape
- Coordinate the completion of the latest 'State and Status of Geological Collections in UK Museums' report, which has been published by GCG roughly every 20 years since 1981
- Work closely with the Communications Coordinator in order to promote a variety of collections, tell their stories, and gather new members
- Work closely with the Programme Coordinator in order to pass on collections issues that are affecting members and could warrant a GCG event, and find interesting event venues that will serve a variety of audiences
- Initiate and oversee collections-based resources and guidance such as policy documents and public-facing leaflets, and a possible second edition of 'Guidelines for the Curation of Geological Materials' (<https://www.geocurator.org/resources/20-advice>).

Please note that the work would be spread across the tenure of the post, and you would not be expected to deliver all of these functions yourself unless you wanted to. The structure of GCG allows for volunteers (also known as officers) to help with specific tasks, and currently there is a Conservation Officer which nominally sits under the Collections Coordinator role. The Collections Coordinator is one of 12 Trustees of GCG, and work can be spread across the committee if appropriate.

#### About you

You must have substantial experience of working with a geological collection in a hands-on role. You should be organised and proactive, friendly and willing to reach out to organisations large and small.

### **How to apply**

If you would like to informally discuss the role, in the first instance email the current Collections Officer, Mike Howe on [collections@geocurator.org](mailto:collections@geocurator.org), or our Secretary, Emma Bernard, on [secretary@geocurator.org](mailto:secretary@geocurator.org). If you would like to apply, please write a paragraph or two (no more than 200 words) on why you are interested and what you feel you would bring to the role, and send it to [secretary@geocurator.org](mailto:secretary@geocurator.org). Please also give the details of one referee. Where a referee cannot be supplied, please give a reason. To better serve our members and the sector, we particularly welcome and encourage applications from candidates of all backgrounds.

The candidate would be subject to a vote of approval at the AGM on 30th November 2021, where, if successful, their role would officially begin. Should there be a choice of candidates, we will anonymise candidate information as far as possible before presenting it to the members for a vote. We do however encourage interested parties to come forward as soon as possible, and certainly by the **deadline of 5<sup>th</sup> November 2021**.