



Job Description – Collections Manager

Position: Collections Manager

Organisation: The Keep Military Museum, Dorchester, Dorset

Job Type: Full-time – including occasional weekends/evenings.

Contract Type: Fixed Term – 24 Months

Salary: £27,000 to £29,500 dependant on experience

Supervised by: Director

Background

The Keep Military Museum aims to become the one of the leading museums in the South-West, inspiring the public by describing the history of war and conflict through the experience of the infantry and yeomanry regiments of Devon and Dorset and their families and communities. The Museum is also looking towards taking ownership of the Keep building, and undertaking an entire museum redevelopment.

Purpose

As Collections Manager, your work will focus on caring for the museum collection, archive and building. Reporting to the Director, you will be responsible for the museum objects and archival material, including recording, auditing, moving, and conservation. The role is closely supported by a volunteer team. The Keep building is currently closed due to concerns over the structure. This role will therefore primarily be based in our temporary office in the Army Reserve Centre, across the road. This role has been adapted for the period of closure, and is therefore fixed term for 24 months. However, a revised role will become available at the end of this period, which the successful applicant may be able to transition in to.

Key Responsibilities

Collections: Responsible for caring for the museum collection of over 100,000 objects, ensuring they are appropriately accessioned and recorded correctly. You will lead an audit of the museum collection to ensure all objects are correctly recorded, labelled and stored. You will also manage and maintain the museum Collections Management System – Collections Index +. You'll also assist other members of staff and volunteers in planning, researching and delivering exhibitions, hosted at external venues.

Archives: Responsible for looking after the museum archival collection, ensuring they are appropriately accessioned and recorded correctly. You will oversee the on-going audit of the archives to ensure all items are correctly recorded, labelled and stored. You will oversee the museum research service, and team of volunteer researchers. The museum has an upcoming oral history project which you will help to plan and deliver, with a focus on catalogue the interviews, archiving them, and making them available for use.

Volunteer Management: Responsible for the recruitment and daily management of volunteers, ensuring they receive appropriate induction and training and are properly managed. Responsible for specific oversight of volunteers working on collections and archives, and for the management of any work experience or student placements.

General Operational Responsibilities: As a member of the Museum management team, with colleagues undertake general duty tasks including handling queries, dealing with emergency situations, including being on the emergency call out list.

Qualifications and Experience

- Experience of working in a museum, archive or similar organisation.
- Experience of working with volunteers and managing people.
- Experience of working with historical collections and archives.
- Knowledge of health and safety procedures and legislation.
- Knowledge of UK Copyright law.
- Degree or similar level qualification relevant to the museum / heritage sector or archive and collections.

Personal Skills and Attributes

- You will have an ambition to improve and develop the museum in the community. You will be an ambassador for the museum and the charity.
- You will be adaptable - able to respond quickly and effectively to unfamiliar and changing situations with a positive attitude.
- You will have the ability to motivate and lead a team of volunteers, manage priorities and work to and meet deadlines.
- You will have problem solving skills and work with initiative, and have the ability to challenge constructively where necessary.
- You will have excellent verbal and written communication skills and work and communicate effectively and appropriately with everyone.
- You will possess strong IT skills (able to use MS Office applications and quickly adapt to new systems e.g. Xero, Collections Index + etc).

How to Apply:

Please send a CV and covering letter setting out how you meet the requirements of the role to:

Elliot Metcalfe director@keepmilitarymuseum.org

Or by post:

FAO Elliot Metcalfe
Keep Military Museum
Barrack Road
Dorchester
DT1 1RN

Please also contact Elliot if you would like a preliminary discussion about the role or if you have any questions.

Closing Date: Monday 2nd March 2026, 17:00.

Interviews: Week commencing 9th March 2026.

Start: March/April 2026.