

Role Definition

Job Title: Model Collections Assistant

Reporting to: Special Collections Archivist on a day to day basis and ultimately to the Head of Communications

This role calls for a highly organised and self-motivated individual that will take a crucial supporting role in all aspects of the day to day administration of the archiving of models which document all projects by Foster + Partners. The position requires a hands-on approach to ensure that models are recorded correctly.

Responsibilities

- Recording new models in a SPECTRUM-compliant collections management system, highly customised to the company's needs.
- Assist cleaning data on our database, amending existing records and updating details and location of models around the London campus, storage spaces and overseas offices.
- Respond to ad-hoc requests to store and retrieve models from storage.
- Liaising with model shop, warehouse, design, records and other teams regarding the fabrication, repair, packing, move and storage of the models.
- Ability to carry out repetitive tasks without compromising accuracy
- Thorough knowledge of and compliance with Foster + Partners procedures and standards.
- Contribute, or otherwise assist, as required

Qualities and skills required

- Able to demonstrate the ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Meticulousness, rigour, keen eye for detail and patience
- Experience in the use of databases
- Ability to manage and prioritise tasks and time efficiently
- Self-motivated and able to take responsibility
- Strong organisational skills
- Resilient to cope with conflicting demands, able to prioritise duties and work under pressure while remaining calm and professional at all times
- Able to demonstrate initiative and a proactive approach to daily tasks
- Flexible attitude
- Good interpersonal skills and able to work independently and as part of a team
- Commitment to maintaining and promoting high standards of the role
- Able to work efficiently under pressure and to tight deadlines
- Able to manage sensitive and confidential information
- Empathy with a creative environment
- Appreciation of and commitment to the business of the Practice

This description reflects the core activities of the role but is not intended to be all inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. The job description will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

July 2019