

Job Description

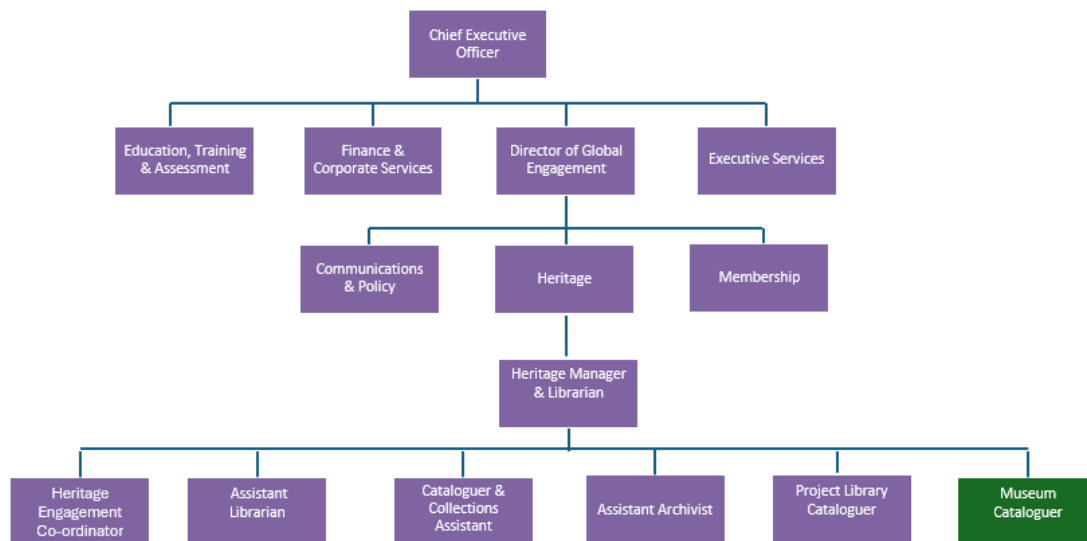
Section 1 – Description

Job Title: Museum Cataloguer
Location: Royal College of Physicians of Edinburgh (RCPE), 11 Queen Street, Edinburgh
Reports to: Heritage Manager & Librarian
Date: September 2026

Section 2 – Job Purpose

To catalogue the museum object collections of the Physicians' Gallery (part of the Royal College of Physicians of Edinburgh) to SPECTRUM standards.

Section 3 – Organisation Chart



Section 4 – Dimensions

- Fellowship and Membership base of 14,500 worldwide.
- The College's museum holds over 2,500 objects.
- The College works with other institutions, historians, physicians and scientists to host temporary exhibitions which take place in our Physicians' Gallery.
- The College offers free resources for school students considering a career in medicine and have activities which use our historic collection to explore art, maths, biology and much more.

Section 5 - Main Responsibilities and Role

- To grow the breadth of the catalogue through adding previously uncatalogued objects.
- Enhancing existing catalogue records to ensure they meet SPECTRUM standards.

- Ensuring by the end of the project that all the College's objects (approximately 2,500) are catalogued.
- To create inhouse cataloguing guidelines which are fit for purpose and are compliant with SPECTRUM standards.
- To create a location list for the object collections.
- To photograph the objects as they are catalogued.
- To support freelance consultant and Heritage Engagement Co-ordinator in developing partnered engagement centred on the object collections.
- To keep abreast of developments in the field of curation and provide briefings and advice to colleagues.
- Provide regular reporting and statistics to the Heritage Manager & Librarian.

Section 6 – Decision Making

- Responsible for day-to-day organisation of workload as agreed with the Heritage Manager & Librarian.
- Responsible for developing tailored collections cataloguing guidelines, based on museum sector standards.

Section 7 – Person Specification: Knowledge, Skills and Experience Required

Essential

- Experience working with museum collections.
- In-depth knowledge of museum cataloguing standards.
- Postgraduate qualification in museum studies.
- Possess excellent written and verbal communication skills.
- Ability to talk to, listen to, understand and influence multiple stakeholders, within the College community and externally.
- Methodical and organised with a keen attention to detail and accuracy.
- Ability to set and achieve targets.
- Ability to work independently, managing own workload, prioritising and organising time effectively.
- Experienced in the use of Microsoft Office including Outlook, Word and Excel.

Desirable

- An interest in the history of medicine.

Section 8 – Job Context and Special Features

- The post involves some physical handling and lifting of objects

This job description will be updated and amended from time to time in accordance with the requirements of the job and the changing needs of the College.