

Specialist competence matrix – to support applicants who work in museum archaeology

PLEASE NOTE: All applications will be assessed against the main competence matrix (P6 Applicant’s Guide) with the specialist matrix as an advisory document only.

	Knowledge	Autonomy	Coping with complexity	Perception of professional context
Practitioner (PCIfA)	<ul style="list-style-type: none"> • Good working knowledge relating one or more archaeological subject areas and associated material culture. • Good working knowledge of fundamental museum procedures: <ul style="list-style-type: none"> - <i>Documentation</i> - <i>Collections care</i> - <i>Display and public outreach</i> - <i>Knowledge of relevant museum standards, e.g. Spectrum, Codes of Ethics, Archive Standards</i> - <i>Health & Safety</i> • Demonstrates practical and successful application of a range of museum procedures whilst working in a museum with museum archaeological collections for a sustained and regular period of time. 	<ul style="list-style-type: none"> • Working mostly under supervision with frequent direction in a variety of museum tasks: <ul style="list-style-type: none"> - <i>Documenting objects</i> - <i>Packing objects</i> - <i>Organising storage</i> - <i>Assisting in exhibitions</i> - <i>Assisting in workshop / activity / learning sessions</i> 	<ul style="list-style-type: none"> • Understanding of how a collection has been accrued, and the historic and contemporary context and environment in which it has developed. • Understanding of how a collection is managed and documented. • Understanding of how to locate items within the collection. 	<ul style="list-style-type: none"> • Understanding how specific collections tasks (e.g. condition monitoring or documentation) combine to facilitate security, care and access. • Appreciation of how each person within a project team has specific tasks that lead to a single outcome. • Understands the rationale for specific methods and techniques. • Demonstrates understanding of the ethical requirements of the Code of conduct and is able to apply to own work. Upholds the values of the Institute to work in the public interest.

	Knowledge	Autonomy	Coping with complexity	Perception of professional context
Associate (ACIfA)	<ul style="list-style-type: none"> • High level of knowledge relating to one or more archaeological subject areas and their associated material cultures. • Demonstrates sustained commitment to the undertaking of museum training and CPD. • Delivers multiple aspects of curatorial practice whilst working in a museum or with museum archaeological collections: <ul style="list-style-type: none"> - Documentation - Collections care and access - Volunteer recruitment & supervision - Exhibition planning and implementation - Running outreach events including teaching & learning activities - Training other staff - Administrative work relating to acquisition/disposal of objects and archives - Report writing - Income generation & fundraising - Partnership working - Health & Safety 	<ul style="list-style-type: none"> • Working mostly independently, with occasional supervision, on specific museum tasks: <ul style="list-style-type: none"> - Documentation of objects / collection - Researching wider aspects of collections and their history - Administration & physical checking archaeological archives - Monitoring stores (e.g. IPM and preventive conservation activities) - Condition checking of objects / collections and associated condition reporting - Exhibition research, content development and delivery - Planning and delivering outreach events including teaching & learning activities - Planning and participating in press, publicity and media activities - Responding to enquiries - Responding to requests for access 	<ul style="list-style-type: none"> • Ability to characterise different parts of a collection according to their history. • Ability to read, record and interpret object histories. • Ability to extract information from historical and current archaeological archives. • Understanding of different methods of historical archaeological archive creation and compilation. • Understanding of varying requirements of different people wanting access to collections or galleries (e.g. different learning styles, physical and intellectual access levels and expectations etc.) • Understanding of ethical issues around museum archaeology / human remains / ethnographic material / museum collecting and disposal. • Understanding of legal issues around museum archaeology, acquisition, due diligence and disposal. 	<ul style="list-style-type: none"> • Understanding of principles of collections care and desired outcomes. • Understanding of the principle beneficiaries of museum practice. • Works to improve own levels of expertise, e.g. CPD, training. • Understands how their work contributes to a variety of internal and external agendas and institutional work programmes. • Understands the ethical requirements of the Code of conduct and uses them to guide and review own practice and, where applicable, that of others. Can recognise and resolve potential conflicts of interest within an established framework. Upholds and promotes the values of the Institute to work in the public interest.

	<ul style="list-style-type: none"> • Good working knowledge of current museum practice and professional standards including documentation / data entry standards and preventive conservation requirements, archaeological techniques and a variety of interpretation methods • Demonstrates ability to write and interpret collections for multiple audiences. • Demonstrates good working knowledge and ability to apply the Museum Association's Code of Ethics. • Good working knowledge of the activities undertaken, and guidelines produced by SMA, or other professional peer groups and special interest societies. 	<ul style="list-style-type: none"> - <i>Identifying objects</i> - <i>Maintaining object/collection history files and database records.</i> 	<ul style="list-style-type: none"> • Understanding and ability to deliver information about archaeological archives and collections using a variety of methods. 	
--	---	--	--	--

	Knowledge	Autonomy	Coping with complexity	Perception of professional context
Member (MCIfA)	<ul style="list-style-type: none"> • Authoritative knowledge relating to one or more archaeological subject areas, their associated material cultures and museum collections. • Demonstrates successful and sustained commitment to the undertaking of a high level of professional museum training and CPD. • Demonstrates a high level of knowledge and practical application of multiple aspects of curatorial practice whilst working in a museum with museum archaeological collections: <ul style="list-style-type: none"> - <i>Methods and approaches to documentation / rationalisation / disposal</i> - <i>Requirements of museum collections care (including preventive conservation).</i> - <i>Issues of access to collections (physical and intellectual)</i> - <i>Theory and practice of exhibition planning, content development and delivery</i> 	<ul style="list-style-type: none"> • Full responsibility for all aspects of museum curatorship: <ul style="list-style-type: none"> - <i>Managing staff and volunteers, the setting of strategic work programmes and performance management</i> - <i>Managing budgets</i> - <i>Managing projects (e.g. exhibitions, community outreach and partnerships)</i> - <i>Developing collections management procedures</i> - <i>Applying for funding</i> - <i>Developing Collections Development policies / Archaeological Deposition Policies/Procedures.</i> - <i>Liaising with senior managers / members / trustees</i> - <i>Responsibility for external relationships e.g. ACE, SMA, MA, HLF, PAS</i> - <i>Full awareness of the Arts Council accreditation standard and/or experience of taking a museum through</i> 	<ul style="list-style-type: none"> • Responsibility for resolving conflicts of interest in collections care and access e.g. in relation to ethical and educational issues, access and preservation etc. • Responsibility for ensuring all parties operate effectively within projects e.g. curatorial, design, education and technical or contracted personnel involved in an exhibition. • Ensuring application of recognised standards e.g. in collections care; conservation; documentation. 	<ul style="list-style-type: none"> • Develops policies for collections care, loans, access, funding, outreach, volunteer management, display etc. • Manages staff to work effectively towards agreed goals. • Engages with wider frameworks of policy, practice, research and funding. • Engages with other departments (e.g. within a local authority environment; planning departments etc.) • Understands how legislative or H&S policy and guidelines fit within museum and collections activities and projects (DDA, Child Protection, etc.) • Makes a demonstrable contribution to advocacy for the collection / department / service locally, nationally and internationally. • Seeks out and brokers new partnerships and projects and works in conjunction with other

	<p><i>- Issues around outreach events</i></p> <ul style="list-style-type: none"> • High level of knowledge, understanding and application of current museum standards, guidelines and MA Code of Ethics. • Demonstrates active involvement with the work of the MA, SMA, or other professional peer groups, special interest societies or the wider heritage, arts and museums sector. • Demonstrates the ability to successfully provide public access to museum collections and the knowledge associated with these for a variety of purposes and audiences through a variety of methods (e.g. publication, exhibition, presentation, community engagement, media, digitally) • Demonstrates experience of the provision and delivery of training and opportunities for CPD appropriate to the museum context and/or archaeology. 	<p><i>accreditation</i></p>		<p>national peer group and professional bodies.</p> <ul style="list-style-type: none"> • Demonstrates professional judgement and ethical behaviour across a wide variety of complex situations, supporting and encouraging others to do the same. Can anticipate, recognise, and resolve potential conflicts of interest. Promotes the values of the Institute to work in the public interest with colleagues, clients, and stakeholders.
--	---	-----------------------------	--	--