

**Job Description**

**Title:** Curator

**Responsible to:** Museum Director

**Responsible for:** All Aspects of the Collection

**Hours:** 40 hours per week, The Board might consider a Job Share

**JOB PURPOSE:**

To be responsible for, and the management of, the Museum’s collection and galleries.

**Primary Duties:**

Management of the collections including documentation, digitisation, conservation, new acquisitions, security and loans.

Planning and delivering all aspects of the Museum’s temporary exhibition programme.

Management, recruitment, training and support of curatorial volunteers.

To ensure gallery and stores maintenance, including environmental monitoring.

To administer and implement when necessary the Emergency Disaster Plan

**Other Responsibilities**

To deliver presentations and other talks to interested groups and parties as required.

To plan special projects and annual events as required.

To support museum accreditation renewal. (Achieved in September 2015)

To ensure appropriate curatorial annual registrations and policies are kept up to date.

To act as one of the main museum key holders.

To support Education, Outreach and other public engagement opportunities as required.

**General Duties**

Leading a team of curatorial volunteers, and support of other department’s personnel as required.

Assist in the arrangement of special events, including but not limited to, fundraising activities, staff and volunteer outings.

Acting as an ambassador for the Museum both locally and further afield.

Rostered Weekend and occasional evening work will be required.

Rostered Social Media and web site postings.

**All members of the museum staff are expected to:**

Perform their own general clerical duties including, but not limited to, typing, copying, faxing, mailing and filing.

Maintain confidentiality in all aspects of client, staff and agency information.

Consider the day to day environmental impact of their work and act to reduce accordingly i.e. turn off unwanted lights, reduce paper usage etc.

Follow any other reasonable duties as assigned by the Museum Director.

**Person Specification**

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| **CRITERIA** | **Essential** | **Desirable** | **Determined by:** |
| **Education: Qualifications and training** |  |  |  |
| Degree or Equivalent experience |  | ✓ | Application |
| Associateship of the Museums Association qualification or  Postgraduate diploma (or equivalent) in Museum Studies |  | ✓ | Application |
| Sector recognised training in collections care strategies |  | ✓ | Application |
| Demonstrable commitment to continuing professional development. | ✓ |  | Application |
| **Experience** |  |  |  |
| Experience of working in a museum collections care/documentation role. |  | ✓ | Application & Interview |
| Experience of developing and implementing collections care policies and projects. |  | ✓ | Application |
| Understanding of the legal and ethical framework governing UK collections management issues. |  | ✓ | Application and Interview |
| Knowledge and experience of using computerised documentation systems for recording and research purposes. | ✓ |  | Application and Interview |
| Experience of collection acquisition and disposal projects, including working with private donors, auctions and dealers. |  | ✓ | Application and Interview |
| Experience of planning and installing displays and exhibitions | ✓ |  | Application and Interview |
| Experience of using collections to engage new audiences |  | ✓ | Application and Interview |
| Experience of working with/managing volunteers |  | ✓ | Application and Interview |
| Experience of operating loans programmes. |  | ✓ | Application and Interview |

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| **Skills** |  |  |  |
| Proven IT skills in word processing, databases, spreadsheets, web/internet/social media | ✓ |  | Application and Interview |
| Excellent verbal, written and interpersonal communication skills | ✓ |  | Interview |
| Good organisational ability | ✓ |  | Application and Interview |
| Good listening skills | ✓ |  | Interview |
| Time management skills | ✓ |  | Application and Interview |
| Ability to prioritise workload | ✓ |  | Application and Interview |
| Experience of working with military, social history or firearms collections. |  | ✓ | Application |
| **Personal Qualities** |  |  |  |
| Highly motivated individual, able to meet tight deadlines. | ✓ |  | Application and Interview |
| Ability to work in a busy office environment | ✓ |  | Application and Interview |
| Enthusiastic & self-motivated | ✓ |  | Interview |
| Ability to empathise | ✓ |  | Interview |
| Ability to work flexible hours | ✓ |  | Application |
| Ability to work on own initiative and as a member of a team | ✓ |  | Application and Interview |
| Approachable and friendly disposition | ✓ |  | Interview |