

## Curator



Employer	The Highlanders' Museum Limited
Job title	Curator
Location	The Highlanders' Museum, Fort George, Ardersier, Inverness, IV2 7DT
Salary	£23,838 per annum but subject to review April 2023
Hours	1 FTE (40 hours per week)
Contract type	Permanent

### Job Description

#### Role Summary

The Highlanders' Museum (THM) is home to the largest collection of military artefacts outside of Edinburgh representing almost 250 years of history spanning five different regiments. THM is an independent military museum situated within Fort George, showcasing highland military history through the Queen's Own Highlanders collection, and is the jewel in the crown of the historic fort - which is still a working military barracks.

An active part of our small team, as Curator, you will be responsible both collections management and interpretation of the Queen's Own Highlanders Collection. You will work closely with the Digital Engagement Curator and the Director, with support from a focused group of volunteers.

This position is full-time with weekend and evening working as required. The salary is £23,838 with a review planned in April 2023. This will be a permanent contract. You will be required to work on-site at Fort George to care for the Queen's Own Highlanders Collection but some flexibility to work from home is available with agreement from your line manager. You will work 40 hours per week including a 60-minute paid break daily, to be taken on site unless agreed otherwise.

#### Working at The Highlanders' Museum

THM has 7 permanent members of staff and a dedicated team of around 20 volunteers. The museum is located within original Georgian buildings in the heart of Fort George, about 12 miles from Inverness. We have spectacular views of the Moray Firth, but the age of the buildings mean that it can be a bit draughty at times, and that only parts of our buildings are accessible. Public transport access to the Fort is very limited.

Benefits include free access to an Employee Assistance Phonenumber (EAP), company pension scheme, a company sick pay scheme, flexible working arrangements, free car parking, a staff discount in THM shop, discount at the HES shop and cafe, childcare vouchers, institutional membership to sector organisations, and access to free online learning. Within the team we also have informal carsharing arrangements and weekly yoga sessions.

#### Roles and Responsibilities

As Curator you will be responsible for all collections management, integrated pest management (IPM), managing the collection's conservation needs, as well as improving the documentation standards, and cascading collections care knowledge within the team. You will work closely with the Digital Engagement Curator to deliver the planned exhibitions programme and facilitate access to the collection as part of the Learning and Discovery programme. You will also be responsible for leading on the collections aspects of Accreditation and supporting the delivery of collections work related to grant-funded projects.



The priority task for the new post holder will be finalising the development of and then delivering a project to improve the documentation of the collection on AdLib, ahead of our transition to Axiell Collections in 2024. This will involve assessing, cleansing, inputting, and updating the data already held to meet Spectrum documentation standards. You will also be responsible for physically reviewing the condition of the objects in the collection and developing a future Collections Care action plan.

### **Key Accountabilities**

- Improving the management of The Queen's Own Highlanders' collection to meet Spectrum Standards.
- Improving care of the collection.
- Delivering the agreed collections outcomes within the 2022 Accreditation return.
- Keeping up to date with current museum practices and policies.
- Undertaking CPD training and development relating to your role.

### **Key Responsibilities**

- Advocating for the collection both internally and externally.
- Collections Management including documentation, condition checks, loans, donations and disposals to Accreditation standards.
- Collections Care including undertaking environmental monitoring, Integrated Pest Management (IPM), preventative conservation, hazard management, and security checks.
- Improving collections data on AdLib and management of the archive.
- Collate supporting collections information to enhance collection records and object files.
- Respond to collections enquiries both written and over the phone.
- Lead on research for exhibitions, displays, and publications.
- Work with THM staff to increase access to the Queen's Own Highlanders collection.
- Support, train, and supervise a team of volunteers working on collections projects.
- Support the research team to use the collections to answer research enquiries.
- Manage projects relating to the collection agreed as priorities by THM's board.
- Assist with preparing grants relating to collections activities.
- Provide updates and reports on progress, as requested.
- Ensure that all Health & Safety, legal, and best practice standards are met.
- Provide tours of the museum and presentations about the collection to pre-arranged groups.
- Communicate with key stakeholders and partners.
- Named person on THM's firearms licence.
- Any other duties commensurate to the role.

### **Key Relationships**

- You will be line managed by the Museum Director.
- You will work closely with the Digital Engagement Curator.
- You will work with the wider museum team and contribute to the day-to-day running of the museum, including Learning, Business Management and Visitor Services.
- Be an active member of Association of Scottish Military Museums (ASMM), Museums and Galleries Scotland (MGS), Army Museums Ogilby Trust (AMOT), Museums and Heritage Highland (MHH), along with other sector or subject specialist networks.



## Person Specification

Qualifications, Skills, and Experience	Essential	Desirable
A relevant undergraduate degree or at least 3 years experience gained from working in a similar role in a museum environment.	x	
Demonstratable experience of using and updating collections management systems (CMS).	x	
A good understanding of, and a commitment to maintaining, museum sector polices, standards, and best practice	x	
Knowledge and experience of collections care in a museum or heritage environment including Spectrum Standards.	x	
Experience of working in a team.	x	
Excellent interpersonal and customer service skills with the ability to deal tactfully and confidently with people at all levels.	x	
Good organisational skills and attention to detail.	x	
Good research skills to an academic standard.	x	
Experience of supporting and supervising volunteers in similar collections-based roles.	x	
Working knowledge of the Microsoft Office 365.	x	
Excellent written and verbal communication skills that meet the needs of different learning styles. Ability to comprehend, process, and share complex information in an accurate and accessible manner.	x	
Ability to lift a small box short distances and knowledge of appropriate manual handling in a museum environment.	x	
A postgraduate qualification in museum studies or AMA.		x
Previous experience of delivering a documentation project in a museum or heritage setting.		x
Experience of caring for military collections would be advantageous.		x
Experience of preparing Accreditation returns.		x
Experience of transitioning collections management systems (CMS).		x

## Application Process

- Candidates will be assessed against all the criteria in the Person Specification during shortlisting and at interview.
- If you have any questions about the role, please email Eilidh Young at: [director@thehighlandersmuseum.com](mailto:director@thehighlandersmuseum.com)
- To apply for this job, please submit a CV and cover letter to Eilidh Young, Director, [director@thehighlandersmuseum.com](mailto:director@thehighlandersmuseum.com) by 9am on Monday 13<sup>th</sup> February 2023.
- Interviews are expected to take place on the week commencing 20<sup>th</sup> February 2023, these can either be in-person or via Zoom.
- We will require two references from the successful candidate, to be sought after the provisional job offer has been made.

