

Curator



Employer	The Highlanders' Museum Limited
Job title	Curator
Location	The Highlanders' Museum, Fort George, Ardersier, Inverness, IV2 7DT
Salary	£23,838 per annum
Hours	35 hours per week during reduced hours trial
Contract type	Permanent

Job Description

Role Summary

The Highlanders' Museum (THM) is home to a large collection housed and presented to the public over three floors in a Georgian building accessed only by internal stairs. This is the largest military collection outside Edinburgh, representing almost 250 years of history spanning five different regiments. THM is an independent military museum and charity 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 for 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 Monday to Friday with weekend and evening working as required. The salary is £23,838, this will be a permanent contract. The salary is subject to annual review by the Board of Directors. You will be required to work predominantly on-site at Fort George but may at times require to work at other locations to care for the Queen's Own Highlanders Collection. Some flexibility to work from home maybe available with agreement from your line manager. You will work 8 hours per day including a 60-minute paid break daily, to be taken on site unless agreed otherwise.

THM is currently conducting a 6-month trial of reduction in hours for this role running from 1st June 2023 to 30th November 2023. During this period hours worked will reduce from 40 hours to 35 hours per week, contractual arrangements to be pro rata for the duration. During the trial the FTE salary for the post will be £27,511 per annum. The proposed work pattern during the trial is either a nine-day-fortnight with alternative Mondays off or a weekly half-day on Mondays. If the trial is successful, this will become a permanent change. The post is subject to a probationary period of 6 months.

Working at The Highlanders' Museum

THM has 6 permanent members of staff and a dedicated team of around 20 volunteers. New starts would undertake an induction process / information session, getting to know HES personnel for example and what the roles and responsibilities of other members of staff is. 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 so having a driving licence would be advantageous.

THM is a Real Living Wage employer and committed to the Fair Work First principals. Benefits include free access to an Employee Assistance Phoneline (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 memberships to sector organisations, and access to free online learning. Within the team we also have informal carsharing arrangements and weekly yoga sessions.

The Queen's Own Highlanders Regimental Trustees 'own the Collection' and have a strong vested interest in the sustainability of the Museum Business and its ability to tell the Collection history, whilst the Museum Board help the Museum Director on the 'Strategic level' so that operationally the Director can run the business on a day-to-day basis.

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 Curator is part of the museum's senior management team along with the Director and Business Manager and will have input into developing annual and strategic plans for the organisation.

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.

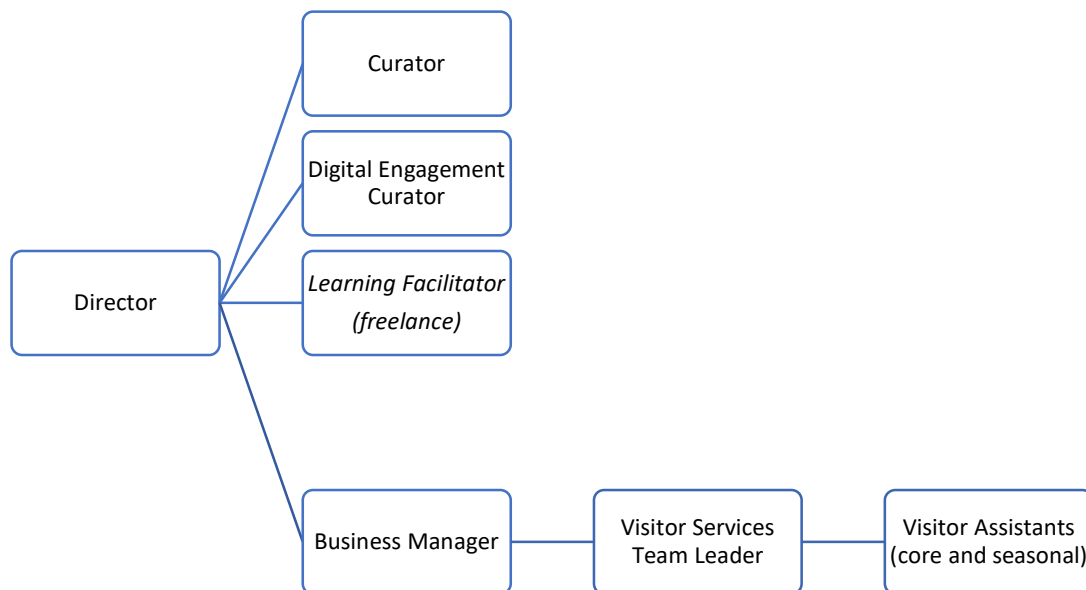


- Provide updates and reports on progress, as requested.
- Ensure that all Health & Safety, legal, and best practice standards are met.
- Provide tours of the museum and presentations about the collection to pre-arranged groups.
- Communicate with key stakeholders and partners.
- Named person on THM's firearms licence.
- Any other duties commensurate to the role as required by the Director.
- To be on the rota of out of hours key holders to respond to security emergencies.
- As part of a small team be prepared to fill staffing gaps, during period of sickness, holidays and high visitor demand.

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.

The Highlanders' Museum staffing diagram:



The Highlanders' Museum's objectives are:

- the advancement of the arts, heritage, and culture by receiving, maintaining, restoring, conserving, caring for and displaying artefacts of the regimental collections of the Regiments, all of which are owned by the Queen's Own Highlanders Regimental Trust Regimental Museum; and



- the advancement of education by the promotion and undertaking of educational activities relating to Highland military history.

The values of The Highlanders' Museum are:

- To be **respectful of history** and the stories under our care.
- To be a **visitor focused** organisation that provides an excellent experience for all.
- To be an **adaptable** organisation.
- To act with **integrity** in all we do.

Person Specification

Qualifications, Skills, and Experience	Essential	Desirable
A relevant undergraduate level qualification or at least 3 years' experience gained from working (including as a volunteers) in a similar role in the heritage sector or substantial and prolonged contribution to the study of Military history or substantial and prolonged experience of contributing to a heritage related field, either as a practitioner or an academic or experience for caring for similar Military related assets at a senior level within an organisation.	x	
Demonstrable experience of using and updating collections management systems (CMS) or any other similar heritage-based system or substantial and prolonged use of a comparable asset-based management information system in another comparable setting	x	
A good understanding of, and a commitment to maintaining, museum sector policies, 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. (Visitors from abroad, families, school groups and people with disabilities).	x	
Good organisational skills and attention to detail.	x	
Good research skills to an academic standard.		x
Experience of supporting and supervising volunteers.		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
- To apply for this job, please submit a CV and cover letter to Eilidh Young, Director, director@thehighlandersmuseum.com by 9am on Monday 17th July 2023.
- Interviews are expected to take place on the week commencing 24th July 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.

