

<b>Job description</b>	
Post title:	Curator Manager
Contracted hours:	Full Time
Responsible to:	Chair of the Board of Trustees
Responsible for:	Volunteers, Assistant Curator (to be hired)
Role purpose:	<p>To perform all curatorial duties</p> <p>To take overall responsibility to develop the museum in accordance with the strategic plan.</p> <p>To ensure the health of the museum through sound management of staff, volunteers, collections, finance and resources.</p> <p>To take overall responsibility for the continuation of Accredited Museum status.</p> <p>To develop the museum by engaging with stakeholders and communities to understand their needs and improve user experiences.</p> <p>To develop and maintain a sound fundraising plan to ensure the future health of the museum.</p> <p>To develop and manage the Learning Programme.</p> <p>To manage the strategic decisions of the Visitor Programme.</p>
Key responsibilities:	<p><b>Collections</b></p> <ul style="list-style-type: none"> <li>• Lead on all areas of collections management, including conservation, documentation, development, and rationalisation</li> <li>• Lead on the interpretation of the collections and stories, on site and digitally</li> <li>• Handle enquiries from researchers and the public</li> <li>• Lead on maintaining Accreditation</li> <li>• Establish and maintain new and existing networks with other museum and heritage professionals and outside agencies to secure funding, loans and support for the museum</li> <li>• Supporting the Manager in facilities management, including best-practice conservation of the historic buildings.</li> </ul> <p><b>Museum operations</b></p> <ul style="list-style-type: none"> <li>• Work with volunteer teams on all areas of the museum's operations, supporting them and providing expert advice</li> <li>• Assist the Trustees in the development of the Forward Plan and other policies and plans</li> <li>• Set, monitor, and develop the museum's operational performance measures</li> <li>• Lead the day-to-day management of the museum and its buildings fabric, working with volunteer teams, while assisting the Trustees with longer-term strategies</li> <li>• Perform HR duties and line manage volunteers and paid staff, as per Trustee wishes</li> <li>• Ensure that financial planning and controls are in place, working with the Finance Officer to ensure that all reporting is provided as required by Trustees, funding providers and other organisations</li> <li>• Optimise income through the commercial trading of the shop, tea room, room hire and events</li> <li>• Optimise income and audience numbers</li> <li>• Other duties as requested by the Board of Trustees</li> </ul>

## **Person Specification**

### **Qualifications, experience and skills**

- Professional Museum qualification or demonstrable working experience within a museum setting
- Collections management experience
- Experience of managing volunteers and paid staff
- Experience of developing and providing formal and informal learning offers
- Experience of event management
- Experience of working with budgets
- Excellent organisational and planning skills
- Excellent customer service skills
- Excellent communication and influencing skills across a variety of audiences
- Strong problem solving skills, entrepreneurial skills
- Excellent team leadership and management skills
- Strong attention to detail
- Passionate, positive, energetic, highly motivated, with an enquiring mind
- PC literate