

JOB DESCRIPTION

Job Title:	Post No:	Grade:
Senior Curator (Collections & Engagement)	24064	HC09
Directorate:	Division/ Department:	Section/ Location:
Community Wellbeing	Herefordshire Museum Service	Hereford
Organisational information:		
Responsible to: Museum and Art Gallery Lead		
Quantifiable measures relating to the post: <i>(eg. number of staff managed, number of patients, size of local population, budget)</i>		
Responsible for: <ul style="list-style-type: none"> • Staff (direct reports): 8 • Staff (indirect reports): 1>4 • Volunteers (indirect): 20 • Budget: core up to £125,000pa for collections and programming; projects up to £150,000pa • Buildings: 3 (collections areas + building manager) • Collections: 100,000>150,000 		
Key relationships/functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i>		
Internal: <ul style="list-style-type: none"> • Museum and Art Gallery Lead (Museum Director) • Visitor Experience, Operations and Comms colleagues • Community Wellbeing colleagues • Other service areas (legal, comms etc.) • Hoople colleagues • Councillors. External: <ul style="list-style-type: none"> • Visitors • Volunteers • Project partners (museums, galleries, cultural organisations etc.) • Community groups (CICs, charities and volunteer etc.) • Funding Organisations (ACE, NLHF etc.) • Sector bodies (Museum Development, Museums Association etc.) • Contractors, freelancers and contracted staff. 		
Main Purpose of Job:		
<ul style="list-style-type: none"> • To lead the collections and engagement team as they bring the collections and the stories 		

they hold to life

- To manage the overall curation, care and development of the collections to Accreditation standards in line with Herefordshire Museum Service objectives
- To develop programmes and projects that embed collaborative working and community voice at the heart of Herefordshire Museums & Galleries' collections and engagement activities.

Main Responsibilities/Accountabilities/Key Result Areas:

The jobholder will be expected to complete the responsibilities/accountabilities effectively in order to deliver the key objectives of the organisation:

1. Manage the exhibition, events and activities programme, developing projects and funding applications to deliver the service's objectives.
2. Responsible for managing, caring and preserving the collections to UK Museum Accreditation Scheme standards.
3. Develop strategies to increase the use of the collections and ensure they are used widely to engage core and target audiences in line with service objectives.
4. Build new relationships with partners, community groups and local people from diverse backgrounds to support the realisation of the service's vision and objectives.
5. Maximise income generating opportunities through use of the collections and engagement programmes, exhibitions, events, schools and learning activities.
6. Lead on the recruitment, facilitation and supervision of researchers, trainees, volunteers and placements.
7. Leading on and contribute to reports, policies and plans such as emergency planning, integrated pest management, etc.
8. Maintain the museum's website and social media pages, respond to enquiries, social media posts and website comments as required.
9. Work closely with the Museum and Art Gallery Lead (Museum Director), senior colleagues and the collections and engagement team to ensure programming is aligned to the service's mission, vision, and objectives.
10. Represent Herefordshire Museum Service at internal and external meetings with stakeholders, sector peers and community groups.
11. Implement Herefordshire Council's policies and procedures, including procurement, cash management and performance reporting.

Job Activities:	Frequency
<ul style="list-style-type: none"> • Line manage and support the development of the collections and engagement team, including the Collections and Engagement Curators, Learning Officer, Finds Liaison Officer, Apprentices and ad hoc roles. 	Daily
<ul style="list-style-type: none"> • Lead/manage the development of the service's public programme across sites, outreach and online for core and target audiences. Research, develop and commission projects and exhibitions with partners in line with service objectives, manage the exhibition review process and help identify and negotiate appropriate opportunities for inclusion in the programme. 	Daily
<ul style="list-style-type: none"> • Identify and understand the needs of audiences, working across teams, lead the development exhibitions, events, activities and projects for core and target audiences across sites, for outreach and online. 	Daily
<ul style="list-style-type: none"> • Ensure appropriate coordination and communication between teams, colleagues, volunteers and stakeholders, across sites, ensuring flow of information and effective decision making to support the delivery of collections activities, engagement programmes and the service's 	Daily

objectives.	
<ul style="list-style-type: none"> • Manage and monitor budgets related to core funded collections and engagement activities and externally funded projects, making sure they are delivered on time and to budget. 	Daily
<ul style="list-style-type: none"> • Chair the Future Events & Exhibitions Workshop, Community Programming Board and Collections & Engagement Team meetings, delegate organisation of programme meetings and attend the Monthly Leadership Team, Operations and Whole Team meetings. 	Monthly
<ul style="list-style-type: none"> • Prepare reports, analyse evaluation data and provide updates to colleagues as part of the review and planning process. Write and/or assist with the preparation of funding applications and reports to funders. 	Monthly
<ul style="list-style-type: none"> • Manage exhibitions and loans to PAS 197, UK Accreditation and Spectrum standards. Support partners on the development and implementation of collection care as it relates to loans and collaborative projects. 	Quarterly
<ul style="list-style-type: none"> • As part of the museums and galleries leadership team contribute to shaping and delivering the vision and future plans for the service and provide visible leadership across all sites and service areas. 	As required

Other information:
<ol style="list-style-type: none"> 1. The post holder will be required to comply with the organisation's policies and procedures, and to undertake all mandatory training as required. 2. All employees must be able to commit to Herefordshire Council's equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable. 3. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation. 4. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder. 5. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process. 6. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

Line Manager Name:	Date:
Damian Etheraads	13/07/2023
Date Job Description last reviewed:	
04/09/2023	

Person Specification

Job Title:	Post No:	Grade:
Senior Curator (Collections & Engagement)	24064	HC09
Directorate:	Division/ Department:	Section/ Location:
Community Wellbeing	Herefordshire Museum Service	Hereford

All candidates will be considered on their ability to meet the requirements of the person specification	Requirements	Method of Assessment*
Experience	<ol style="list-style-type: none"> 1. Have previous experience of managing or leading a team in a museum or heritage environment. 2. Considerable experience of managing collections to Spectrum and Accreditation standards. 3. Strong understanding of collections care issues including storage, environmental conditions and conservation. 4. Considerable experience of inclusive programming, encouraging participation and dialogue with local communities, stakeholder groups and volunteers. 5. Experience of digital engagement, using social media (Facebook, Twitter and Instagram) and an understanding of the potential of digital for museum audiences. 6. Experience of analysing and preparing reports that provide information, articulate the case for and propose deliverable costed and timed plans. 	<ol style="list-style-type: none"> 1. AF, I 2. AF 3. AF, I 4. AF, I 5. AF, I 6. AF, I
Skills and Abilities <i>Including personal attributes. Consider if project management skills are needed.</i>	<ol style="list-style-type: none"> 7. Experience of using databases and business software such as Business World, Unit 4 etc. 8. Informed about current practice in creative collections use, public collections and coproduction projects in museums. 9. In-depth knowledge of health and safety issues and confident promoting a safe working environment for visitors, staff, volunteers and contractors. 10. Self-motivated and highly organised. 11. Practical with a 'hands on' approach to working. 12. Good problem solver who can adapt to changing requirements. 	<ol style="list-style-type: none"> 7. AF, I 8. I 9. AF, I 10. AF, I 11. AF, I 12. AF, I

	<p>13. Excellent organisation skills including managing multiple projects simultaneously to demanding deadlines.</p> <p>14. Excellent ability to respond calmly and quickly under pressure.</p> <p>15. Excellent research, problem-solving and analytical skills.</p> <p>16. Excellent IT skills, including a high level of proficiency with Microsoft Office 365.</p> <p>17. Strong communication skills with the ability to establish and maintain relationships with colleagues, stakeholders and partners.</p> <p>18. Ability to build a team and develop strong working relationships inside and outside the team to achieve common goals.</p> <p>19. Highly organised and self-motivated.</p> <p>20. Flexible, adaptable, creative and resourceful.</p>	<p>13. AF, I</p> <p>14. I</p> <p>15. I</p> <p>16. AF, I</p> <p>17. AF, I</p> <p>18. AF, I</p> <p>19. AF, I</p> <p>20. AF, I</p>
Qualifications and Training	<p>21. Have significant relevant work experience in a field pertinent to Herefordshire Museums & Galleries' collections (archaeology, costume and textiles, decorative arts, fine art, natural sciences, social history etc.).</p> <p>22. Evidence of Continued Professional Development and training activities.</p> <p>Desirable</p> <p>23. A degree in a field pertinent to Herefordshire Museums & Galleries' collections (history, history of art, archaeology, geology etc.).</p>	<p>19. AF, I</p> <p>20. AF</p> <p>21. AF</p>
Other Factors <i>Eg. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive or to travel around the county</i>	<p>22. Commitment to council's ethos of equality and inclusion.</p> <p>23. The ability to travel around the county.</p> <p>24. Flexibility with working hours will be necessary as there are occasions when the post holder will be required to work some evenings and weekends.</p>	<p>22. AF, I</p> <p>23. AF, I</p> <p>24. AF, I</p>

*Method of Assessment: AF = Application Form; I = Interview; P= Presentation

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