



**Royston & District
Museum & Art Gallery**
'Enriching the community'



MUSEUM CURATOR / MANAGER

Contract Type: Permanent – Full-time 37 hours a week to include alternate Saturdays and occasional evenings.

Salary: Scale LC2, points (26-29) - £23,866 to £26,470 depending on experience and qualifications.

Closing date: 26th July 2018

Royston Town Council is seeking to appoint a full-time experienced Curator Manager for Royston & District Museum & Art Gallery. The post holder will need to be enthusiastic and skilful to work proactively to promote the work of the museum. Associateship of the Museum Association (AMA), or working towards it is a desirable qualification.

The post offers a wide range of duties and responsibilities, providing day to day management of the museum but also working to develop the museum, and recruit and train museum volunteers to support this work.

More information about the Museum can be found on its website: www.roystonmuseum.org.uk

JOB SUMMARY

The post holder will provide day to day management of this developing museum including its team of dedicated staff and volunteers.

Royston Museum aims to illustrate and interpret the history of Royston and its district through its collections and other resources encouraging everyone, to actively participate in the collection, research and presentation of their local heritage.

You will need to have the vision to use your passion and enthusiasm combined with local knowledge and a unique collection to inspire and excite the people of Royston and District about their history and heritage. To work with existing audiences and encourage new ones to participate and engage in celebrating local stories, culture and creativity.

Our values

- ...considering our visitors in every decision we make
- ...working collaboratively for the good of the museum and its audiences
- ...enjoyment for our visitors
- ...professionalism
- ...excellence in research, interpretation and care of our collections
- ...efficiency and effectiveness in the way we conduct our business
- ...valuing and celebrating our volunteers

JOB DESCRIPTION

This job description is an outline of the main duties of the post. The post holder will be required to undertake other duties as required from time to time.

Museum Management

- To manage the implementation of the museum's Forward Plan.
- To report to the Museum Advisory Sub-Committee and the Town Council.
- To lead on development, review, consultation and dissemination of all policies and procedural plans and be responsible for compliance with the ACE Museum Accreditation programme.
- To advocate and promote the museum across a wide range of audiences including locally and within the museum sector.
- Be responsible for the day to day management of the security and fire detection system in the museum.
- Ensure all staff and volunteers comply with statutory Health and Safety and Fire and Security procedures to minimise risk to the public, staff, volunteers and any contractors employed by the Town Council.
- Take responsibility for ensuring an effective emergency plan to verify plans of action to be taken in the event of an emergency.
- Attend relevant meetings and ensure relationships with the sector and positive and productive.
- Ensure and manage productive and reciprocal relationships with other bodies in the town.
- Promote and market the museum and its collection to the public, the heritage sector and relevant interested groups.
- Developing institutional resilience and ensuring the museum has a strategic focus for the future.
- To co-ordinate the management of the museum's online presence including social media and the new website.

Access and engagement, community and learning

- Develop the stories of the collection and tell them in innovative and varied ways.
- Organise and promote a dynamic and engaging programme of temporary exhibitions and events, delivered to the highest standard of professional curation.
- Maximise visitor understanding of the collection; engage and involve visitors, community groups and other priority stakeholders, balancing the impact of access on the conservation of the collection.
- Demonstrate an understanding of visitor interests and needs and manage levels of visitor enjoyment to achieve an enjoyable visit for all.
- Lead and motivate the volunteers to ensure the delivery of exceptional standards of customer care and presentation of the museum to the highest standard.
- Ensure completion and display of the Royston Tapestry.
- Support and maintain the museum's community groups as a valued part of the museum programme.
- Run the annual Young Curators project and actively maintain participation in the Royston Arts Festival.
- Develop, promote and deliver the museum's offer for schools involving workshops at the museum, outreach and teacher support.
- To further develop partnerships and undertake partnership work within the community.

Staff and Volunteer Management and Development

- Lead, motivate and develop a multi-functional team of staff and volunteers, promoting team working and effective communication, to achieve defined objectives.
- To maintain the museum's recognised standards of volunteer management.
- Supervise and performance appraise the Museum Assistant.

- Develop and promote innovative volunteering and internship opportunities.
- Be accountable for their own and their staff's development through Continuing Professional Development, seeking opportunities to develop new skills. Ensure all performance objectives are met, encouraging staff to develop within, and where appropriate, beyond their posts.
- Support a programme of volunteer training and development, social events and activities.

Collections Management and conservation

- Plan and co-ordinate conservation requirements of the collection
- Lead the care and curation of the museum's collection ensuring that it follows agreed policies, professional practices and sector standards.
- Support the museum's role as a centre for research co-ordinating the response to public enquires and facilitation of researchers.
- Ensure the museum meets required conservation, presentation and access standards
- Ensure compliance with all procedures and policies relating to improving environmental practices.
- Maintain the CMS (Modes Complete) and co-ordinate the continued cataloguing of the collection and the development of the inventory and accession register.
- Lead research to improve knowledge, understanding and interpretation of the collection in its wider context.
- Co-ordinate and project manage conservation/curatorial projects.

Financial responsibilities

- Manage operating and project budgets.
- Ensure effective use of resources.
- Identify and acquired external funding for projects in accordance with museum aims.
- Management of shop, sales, stock and completing month end accounts for shop and petty cash.

Job application form available from www.roystontowncouncil.gov.uk or email town.clerk@roystontowncouncil.gov.uk please send with CV to Town Clerk, Royston Town Council, Melbourn St, Royston, Herts SG8 7DA or by email to the address above.