



Royston Town Council
Person Specification – Museum Curator / Manager
Royston & District Museum & Art Gallery Museum

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job Related Skills and Knowledge:	<p>Sound interpersonal skills with the ability to communicate orally and in writing effectively.</p> <p>Collections management skills including the use of Museum CMS (e.g. Modes Complete)</p> <p>Understanding of the Museum Accreditation process</p> <p>Appreciation and interest in local history with a willingness to learn about the museum's collecting area</p> <p>Proficient in the use of Microsoft Office including Outlook, Word, Excel and Publisher, and using social media to promote the Museum.</p> <p>Excellent organisational skills, ability to work using own initiative; prioritise tasks and work to deadlines.</p> <p>Ability to effectively manage others to achieve high levels of motivation and productivity. Good leadership skills (advocacy, persuasion and networking). A positive and proactive approach.</p>		<ul style="list-style-type: none">• <i>Application form</i>• <i>At interview</i>• <i>References</i>
Experience:	At least 3 years' experience of work in the museum or heritage sector.		<ul style="list-style-type: none">• <i>Application form</i>• <i>At interview</i>• <i>References</i>

<p>Experience (cont'd):</p>	<p>Experience of key collections management activities including pest and environmental monitoring, loans in and out procedures, accessioning and cataloguing.</p> <p>Experience of researching and responding to local history and collections-based enquiries.</p> <p>Experience of promoting exhibitions, events and activities.</p> <p>Experience of developing partnerships and community engagement projects. Experience of writing grant applications.</p> <p>Experience of managing a team (volunteers and staff).</p> <p>Experience drafting policies and procedures.</p>	<p>Experience of working with collections backlogs and working to rationalise a collection.</p> <p>Experience of working with artists and community groups to co-curate displays and exhibitions. Experience of delivering outreach, talks and school sessions.</p> <p>Experience of completing ACE Accreditation renewals</p>	<ul style="list-style-type: none"> • <i>Application form</i> • <i>At interview</i> • <i>References</i>
<p>Education / Qualifications:</p>	<p>Degree in a relevant subject – e.g. local/social history, fine and decorative art, archaeology.</p> <p>Post-graduate qualification in Museum Studies/related field</p>	<p>Associateship of the Museum Association (AMA), or working towards it.</p>	<ul style="list-style-type: none"> • <i>Application form.</i> • <i>The successful applicant will be asked to produce documentary evidence prior to appointment.</i>
<p>Other Requirements:</p>	<p>The ability to deal confidently and sympathetically with a variety of stakeholders.</p> <p>Good physical health. Ability to lift and move collections material.</p>	<p>Clean driving licence and own vehicle</p>	<ul style="list-style-type: none"> • <i>Application form</i> • <i>At interview</i> • <i>References</i>

General Notes:

Applicants will be shortlisted on the basis of meeting the requirements listed above. Please provide full details of how you feel you meet the Job Description and Person Specification in the ' Additional Information section of your application.