



# MUSEUM of RICHMOND

## **Job Description:** Museum Curator and Executive Officer

<b>Contract:</b>	Three years, extendable by agreement, but subject to six months' probation
<b>Location:</b>	Museum of Richmond, The Old Town Hall, Whittaker Avenue, Richmond, Surrey TW9 1TP
<b>Responsible to:</b>	The Board of Directors of the Museum of Richmond through the Chairman
<b>Employer:</b>	Museum of Richmond Limited
<b>Hours:</b>	36 hours per week
<b>Responsible for:</b>	Learning and Audience Development Officer and volunteer staff

### **Main purposes of the job:**

To lead, manage and develop a professional local museum service for Richmond and deliver the requirements of the commissioning contract with the London Borough of Richmond upon Thames, including the provision of Museum learning activities to schools and the community in the borough. To promote and develop the Museum, raising its profile to attract more users. To maximise opportunities for community involvement and income generation.

### **Key Tasks**

1. **To develop and implement the Museum's forward plan.** This will include:
  - a) taking responsibility for the plan and measuring its success;
  - b) ensuring that the Museum delivers the museum services required in the commissioning contract with the London Borough of Richmond upon Thames;
  - c) assisting the Chair and the Board of Directors and advising on policy and management and on developments in the museums' sector;
  - d) implementing any delegated budgetary provision;
  - e) taking a leading role in the fund-raising activities of the Museum, improving its resilience and maximising opportunities for external grants;
  - f) planning and mounting a regular programme of temporary exhibitions;

- g) promoting and developing volunteer work at the Museum, including recruiting, training and supporting volunteers to assist with the work of the Museum.
- h) carrying out re-displays in the permanent exhibition as required;
- i) ensuring that the Museum maintains the requirements demanded to retain its status as an Accredited Museum
- j) ensuring that the Museum complies fully with its Equal Opportunity Policy.

2. **To operate the Museum day to day**, and to manage the delivery of the Museum's services. This will include:

- a) ensuring the Museum's collections are documented, conserved, stored, secured and presented in accordance with best practice;
- b) taking responsibility for the Museum's staff, consultants, temporary workers and volunteers.
- c) holding regular meetings with the Learning and Audience Development Officer to ensure good communication and team working;
- d) developing and administering the membership of the Museum's Supporters group and ensure members receive a regular newsletter and other benefits.
- e) liaising with the buildings/facilities manager and library staff at the Old Town Hall regarding operational, access and maintenance issues;
- f) maintaining accurate financial records. (See detail under skills)
- g) following and promoting safe systems of work and compliance with Health and Safety Regulations.

3. **To promote the Museum and maximise visitor attendance** and ensure the provision of an excellent visitor experience and high quality customer care.

4. **To collect relevant objects for the Museum's collection** that meet the criteria laid out in the Museum's Collection Development Plan, and to provide regular reports on collections matters to the Museum's Collection Trust

5. **To maintain and develop productive relationships with local partners** involved in arts and heritage, and also with external partners at local, regional and national levels.

6. **To undertake personal training** and development when required.

7. **To undertake any other duties** as may be reasonably required by the Chairman of the Museum of Richmond.

## **CONTRACTUAL OBLIGATIONS**

Suitable candidates must be available to work on alternate Saturdays - for which **time off in lieu will be granted**, and to be in attendance on occasional evenings as required e.g. for meetings and events.

This post is subject to a Disclosure and Barring Service check.

The Curator must not be disqualified from being a charity trustee.

Staff are expected to follow the Museums Association's Code of Ethics for Museums

This job description is not exhaustive and may be amended from time to time to reflect the reasonable changing requirements of the Museum.

## **PERSON SPECIFICATION**

### **Qualifications (*Essential*):**

A relevant degree

An appropriate postgraduate Museum qualification. (or equivalent).

### **Experience (*Essential*)**

Has worked in a museum for at least two years.

Has experience of working in a small team.

Has experience of working with volunteers.

### **Experience (*Desirable*)**

Has worked with senior personnel (either Chairs, Boards of Trustees or senior staff) on strategic policy and management issues

Has experience of writing and delivering strategic plans.

Has experience of writing successful grant applications.

Has project management experience

### **Personal Qualities (*Essential*)**

An excellent communicator with strong interpersonal and negotiating skills and the ability to promote the Museum with flair and energy.

Able to manage effectively the day-to-day activities of staff and volunteers

Able to work on own initiative for the benefit of the Museum

Organised and methodical

### **Skills/Abilities/Knowledge (*Essential*):**

Able to deal with day to day office administration including keeping accurate financial records of receipts and disbursements.

Able to communicate effectively, both orally and in writing, with a wide variety of museum users and stakeholders

Able to work without supervision and to organise effectively an exacting and diverse workload within broad objectives defined by the Museum's Board of Trustees.

Able to think strategically and conceive and prepare achievable forward plans.

Able to demonstrate an understanding of equal opportunities and diversity and how it relates to customer care and programming.

Able to research, organise, manage the design and mount exhibitions and displays.

Able to lead a Collections digitisation web-based project using volunteers

Able to lead and motivate a small team,

Able to train and supervise volunteers and foster loyalty and enthusiasm.

Knowledge of a broad spectrum of historical periods and subjects.

Interest in local history and awareness of its value to a local community.

**Other requirements:**

***Essential:***

Able to lift and carry boxes and objects

Able to climb stairs. (The Museum is on the second floor and accessible by lift. However, there is a need to be able to use the stairs both in the event of an emergency, and to access the Richmond Local Studies Collection, which is a vital source of information and exhibits for the temporary exhibitions. The Collection is on the third floor and can only be accessed by about a dozen steps up from the Museum.)

***Desirable:***

Able to drive and possession of a clean driving licence.