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Museum Curatorial and Learning Manager

Job Pack

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Job Description

Job Title	Museum Curatorial and Learning Manager
Service	Connected Chelmsford, Culture Services
Grade	9
Responsible to	Museum Manager
Responsible for	Senior Learning Officer Learning Officer Curatorial and Learning Officers Military and Museums Collections Assistant Events & Outreach Officer

1. Main Purpose of the Job

- 1.1 To take the lead on all Museum of Chelmsford collections related activity, including managing, researching, and developing the collections. Enhancing the profile of the Museum of Chelmsford locally, nationally, and internationally.
- 1.2 To oversee the development and maintenance of displays, interpretation, exhibitions, outreach, community engagement and education programmes, and activities related to the Museum mission to use our collections to celebrate Chelmsford's diverse stories, building better connected and inspired communities. Ensuring that the museum is outward facing, supporting co-production, income generation and learning activities.
- 1.3 To drive and lead all curatorial, learning, events and outreach staff in line with the Museums vision and values;_ensuring that performance is monitored, development opportunities explored, wellbeing of staff is maintained, to support / inspire / promote team cohesion and to encourage staff to take responsibility and achieve results_.

2. Duties and Responsibilities

- 2.1 To ensure excellent curatorial standards and collection management that meets and exceeds the criteria for Arts Council Accreditation.
- 2.2 To oversee appropriate research into the collections, lead and deliver innovative practices that promote and support the museum's new focus on relational collecting. To have contextual stories running alongside objects so visitors feel more connected to their history past and present.
- 2.3 Help foster an inclusive environment for the museum collections and its programme to celebrate diversity and make all visitors feel welcome and represented, meeting the needs and aspirations of local communities.

- 2.4 Work with the Museum Manager to develop a long-term single cohesive 'museum programme', including permanent and temporary exhibitions, outreach, community engagement, education, and events. This will also enable the museum to seek out funding opportunities in a timely way, and use this to develop our membership scheme offer
- 2.5 Work with the Museum Manager to improve the financial health, commercial viability and overall sustainability of the museum venue and its programme.
- 2.6 Prepare, monitor and control relevant budgets in support of the overall Museum budget. Execute management control over income, expenditure, and financial performance to ensure compliance with service and efficiency targets.
- 2.7 Work closely with the Museums Operations Manager to define and track key performance indicators, ensuring a robust feedback process is in place. Hold overarching accountability for the evaluation of the museum's permanent and temporary exhibitions, outreach programs, community engagement initiatives, educational activities, and events. By harnessing data and evidence, gauge the museum's performance, refine its programming, and compellingly advocate for investment.
- 2.8 Work with the Museum Manager to proactively identify and nurture relationships with strategic partners and funders, ensuring alignment with our mission and that the programmes remains relevant and connected to broader cultural agendas.
- 2.9 Enhance the museum's capacity to secure funding and support, and seamlessly integrate externally funded projects and acquisitions into our comprehensive programme and collections strategy.
- 2.10 To contribute ideas, skills and knowledge to help develop, plan and effectively manage the Museums Service generally to improve the environment, quality of life and attraction of the City as a place to live, work and visit.
- 2.11 To perform other duties in line with the Museums Vision, Mission and outcomes and as specified by the Museum Manager.
- 2.12 To respond to emergency out of hour callouts when required.

3. Work Location

You will normally be based at Chelmsford Museum or Sandford Mill and occasionally South Woodham Ferrers Corporate Store. But you may be required to work from any other locations within the City should circumstances make it necessary.

4. General Conditions

- A. This Job Description is subject to your conditions of Employment, which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made.
- B. It may be necessary, from time to time, for you to work hours in excess of, or differing from, your normal working hours.
- C. It may be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.
- D. It is a condition of employment that you may be required to assist in the organisation and running of elections or referenda that take place in the City, relating to Parish Councils, the City Council, the County Council, Parliament, or other similar bodies. You will normally only be required to carry out election and referenda duties when there are insufficient experienced volunteers from within the Council's service who are available for and able to carry out such duties.
- E. You will carry out your responsibilities with due regard to the Council's Equality, Diversity and Inclusion Policy.
- F. You will be aware and undertake training as required in line with your responsibilities set out in the Council's Safeguarding children and vulnerable adults policy.
- G. All staff have a responsibility for data security in accordance with Data Protection regulations. You are required to ensure that you adhere to Council Policies and Procedures regarding data security. Whilst working at the Council, you may gain knowledge of confidential matters about members of the public and staff. Such information must be considered strictly confidential and must not be discussed or disclosed in an unauthorised manner. Service Managers and designated Information Asset Owners must be aware of their responsibilities, internal procedures and training requirements as directed by the Information Governance team.

Person Specification

	ESSENTIAL	DESIRABLE
Education/Qualifications		
Degree in a related subject (e.g. history, engineering, history of art or equivalent)	E	-
Postgraduate qualification in Museum Studies or equivalent	E	-
Recognised teaching qualification	-	D
Evidence of continuing professional development	E	-
Full Driving Licence	E	-
Knowledge		
Knowledge of the museum industry	E	-
Knowledge of relevant culture bodies (e.g. Arts Council England) and their policies and strategies	E	-
Knowledge of best practice in evaluation and impact assessment approaches for museum learning and engagement programmes.	E	-
Knowledge of best practice curatorial and collections management procedures, guidelines and legislation	E	-
Knowledge of best practice in museum learning, both formal and informal	-	D
Working knowledge of project management methodologies.	-	D
Demonstrable knowledge of fundraising and income generation opportunities relevant to the museums and wider cultural sector	E	-
Computer literate with experience in the use of MS Word, Excel and PowerPoint.	E	-
Knowledge of technology applications, tools and methods for use in the cultural sector	E	-

Knowledge of learning styles, educational theories, interpretative strategies and multidisciplinary approaches to developing educational and interpretive programming	E	-
Experience		
Extensive experience in the field of museum curation	E	-
Proven track record of strategically planning, articulating and delivering coherent engagement programmes.	E	-
Demonstrable ability to engage people from a range of communities or backgrounds.	E	-
Experience of delegated management i.e. ensuring delivery through successfully delegating management of front-line to direct reports.	-	D
Experience of successfully leading diverse teams to increase and sustain standards of work.	-	D
Experience of effective budget and resource management to deliver robust programmes, including spaces, objects and people.	E	-
Experience of successfully recruiting, training and managing people in teams, particularly freelancers and volunteers	-	D
Personal Qualities and Attributes		
<i>Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:</i>		
Highly effective interpersonal skills to engage and work with participants and stakeholders: exceptional ability to build personal and organisational relationships at all levels for strategic benefit.	E	-
Ability to engage and inspire diverse participants with varying and multidisciplinary subject matters.	E	-

<p>Excellent communication skills to effectively represent the Museum in a range of environments and media e.g. stakeholder meetings, formal presentations, written proposals, reports and promotional copywriting, demonstrably maintaining a focus on the end user at all times.</p>	<p>E -</p>
<p>Highly developed organisational skills: a proven ability to manage a complex portfolio of work and enable others to better manage theirs, creating and disseminating effective systems as necessary.</p>	<p>E -</p>
<p>Outstanding combination of flexibility and consistency in approach to work; able to adapt plans as necessary to ensure delivery whilst retaining consistent focus on strategic aims for the museum's engagement programme.</p>	<p>E -</p>
<p>Ability to manage and analyse data and report on performance.</p>	<p>E -</p>
<p>Desire to continuously improve the service, meeting and innovating best practice for the sector.</p>	<p>E -</p>
<p>A commitment to personal development, constantly on the lookout for learning opportunities and areas for improvement</p>	<p>E -</p>
<p>Circumstances Flexibility in working hours is necessary as this post will include evening and weekend work.</p>	<p>E -</p>
<p>Access to vehicle</p>	<p>E -</p>

Corporate Values and Behaviours

Within Chelmsford City Council we have values that are at the core of how we behave. They form part of our induction and probation processes and underpin our 1-1 conversations. Each value is listed below with behaviours.

Accountability - We take responsibility and ownership for our own actions, behaviours and performance

- We take responsibility to follow things through to completion
- We actively recognise what is working and what is not and are open about mistakes
- We positively contribute to the team and organisation and seek solutions to problems
- We recognise and positively challenge inappropriate behaviour

Creativity - We are flexible in our approach; we focus on solutions

- We adapt our approach keeping the best outcome for all in mind
- We encourage people to try out new approaches and ideas
- We learn from others to find solutions and to improve performance
- We encourage and support people to take measured risks

Learning and Encouraging - We recognise our success; we provide support to further our skills and experience

- We support and encourage each other to be our best
- We recognise and appreciate the contribution that everyone makes
- We take responsibility for finding opportunities to learn for ourselves and develop
- We support others to develop and learn

Collaborative - We build relationships; we achieve more together

- We talk with others to understand their perspective
- We find opportunities to get involved
- We involve other people early in our thinking to keep them informed
- We ask other people to get involved in what we're doing to build strong working relationships
- We seek ideas from inside and outside of our team to achieve more impact

Trust - We will be open and honest and do what we say

- We are open and honest
- We do the right thing and face up to difficult situations in a sensitive way
- We do what we say we will
- We demonstrate integrity by being fair and balanced in our approach
- We commit to the team agenda rather than personal priorities
- We treat each other as we would expect to be treated

Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage.

Salary – Grade 9 Scale Point 33 (currently £42,864 per annum) rising to Scale Point 36 (currently £47,025 per annum).

Hours – 37 hours per week, including evening and weekend work.

Hybrid Working – We will be supportive of employees adopting a hybrid working pattern where this suits the role and the needs of the organisation. This means that in agreement with your manager you will have some flexibility over when and where you work. You will be expected to attend a Council work location for part of your working hours, but you can also work at home and other suitable locations as long as the needs of our customers and the service are met. Any work location must be assessed as suitable and the relevant workstation assessments undertaken. Please note that your contractual work location will be a Council office/site and you are able to work from this site for your full hours if you wish to do so.

Annual Leave – The Council operates a standard holiday year from April to March. The entitlement for annual leave for this position is 244.2 hours (33 days) and rising to 281.2 hours (38 days) after 5 years continuous service. This also includes a standard 8 Bank Holidays (59.2 hours), although this may vary depending on the number of Bank Holidays that fall in a particular leave year.

Your annual leave entitlement as above will be calculated on a pro-rata basis dependent on the number of hours you work. The number of equivalent days may also vary based on your working pattern.

Sickness - The provisions of the national Scheme of Conditions of Service apply which provides for up to 6 months full pay and 6 months half pay after 5 years continuous local government service.

Pension - You will be entitled to join the Local Government Pension Scheme. Further details can be provided on request.

Notice Period - The period of notice is 2 months.

Probationary Period - The appointment is subject to a six month probationary period.

Criminal Records – The Council is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the postholder and the circumstances and environment in which the role would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however, disqualify you from appointment, or result in dismissal if the discrepancy comes to light. A copy of our Policy for Employment of persons with criminal convictions can be viewed by [clicking here](#).

Safeguarding – Chelmsford City Council is committed to promoting the welfare and protection of children, young people and vulnerable adults. Even if your job does not involve working directly with children, young people or vulnerable adults you would be expected to keep your eyes and ears open, as the responsibility of spotting abuse and ensuring the safety of those most vulnerable falls on us all. As part of this commitment the Council ensures that all jobs are reviewed and applicants successful at interview undergo a DBS check where necessary.

Employees who breach the Council's safeguarding policy or fail to follow safeguarding procedures will face investigation and possible disciplinary action, which could lead to dismissal and a criminal investigation.

Equal Opportunities – Chelmsford City Council is an Equal Opportunities Employer.

Benefits

UK Healthcare Cashplan: The Council pays for a healthcare cashplan for all Permanent members of staff who have successfully passed their probationary period.

Professional Fees: The Council will pay the annual subscription to one professional body if this is a requirement of the post.

Employee Assistance Programme: Available for all employees, this is a free confidential service provided by the Council offering expert advice, invaluable information, specialist counselling and support.

Season Ticket Scheme: Staff can apply for a loan to purchase season tickets for travel to work by train or bus. You will be given a cheque for the full amount of the ticket and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary. There are some terms and conditions, and the scheme is not open to all staff.

Staff Travel Plan: The Council's Staff Travel Plan contains a package of measures to reduce the use of private cars. It aims to promote walking, cycling, using public transport and car sharing. The Staff Travel Plan includes discounts such as 20% off season tickets. In addition there are shower and changing facilities, secure bike parking and parking spaces for car sharing. Regular Staff Travel promotions and events are held throughout the year.

Bike Loan Scheme: Staff can apply for a loan to purchase a bike or cycling equipment for travelling to work. An advance will be made via cheque (up to the value of £1000) and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary, which can save you up to 42%. There are some terms and conditions, and the scheme is not open to all staff.

Staff Discounts: Chelmsford City Council employees benefit from various discounts to many businesses in Chelmsford.

Subsidised Car Parking: Available for new employees, parking currently offered at Meadows Retail Multi-Storey.