

Grading

Job Description and Employee Specification

<u>Job title:</u> Senior Curator	<u>Service area:</u> Community Enablement
<u>Post number:</u>	<u>Division:</u> Governance and Communities
<u>Grade:</u>	<u>Section/team:</u> Culture and Creative Partnerships
<u>Overall purpose of job:</u> <p>Responsible for the operational management and development of the North Lincolnshire Museums collections; developing policies and procedures for their care and collection and ensuring the Museums retain Museum Accreditation status.</p> <p>Responsible for interpreting North Lincolnshire Museums collections. Developing clear historical narratives through research, exhibitions and digital, ensuring audiences are central to the way collections are interpreted and displayed.</p> <p>Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
<u>Main responsibilities:</u> <ol style="list-style-type: none"> 1. Manage a team of Curatorial staff, volunteers and supervise work placements. Including recruitment, selection, day to day management, work programmes, training, Health and Safety etc. 2. Develop and maintain the collection as a resource for learning and enjoyment, making the collection accessible to as wide a public as possible, through innovative displays and interpretation, whilst maintaining the highest possible standards of collections care at all times. 3. Manage the North Lincolnshire Museums bespoke collections database CollectionsIndex+ and associated CollectionsOnline module, ensuring data entry is of a high standard, including reporting of faults, data cleaning and training of staff and volunteers. 4. Develop and maintain collections management policies and procedures. Ensure the Curatorial Team and other staff, as relevant, are aware of all collections policies and procedures and that procedures are followed. 5. Provide access to the Collection for academic researchers, to gain further information, agreeing range of research, level of access and support. 6. Provide identification, information and advisory services to the general public, 	

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council, official bodies and other organisations.

7. Responsible for the preventative conservation programme in line with the Collections Management Manual, including monitoring of the environmental conditions of stores and displays and recommend remedial action as necessary.
8. Collect qualitative and quantitative data relating to the collections and their usage for performance management purposes.
9. Overseeing the exhibition programme at North Lincolnshire Museums, ensuring that exhibitions are developed and installed on time, all interpretation is of a high standard and audiences are central to its development, as well as driving forward the use of digital interpretation in venues and online.
10. Develop new historical displays and exhibitions from research, knowledge of collection and history of area, which provides opportunities for learning and engagement for a broad audience.
11. Liaise with external contractors and other sections of the council such as insurance and corporate landlord to arrange insurance and exhibition work, ensuring displays are installed safely and to council guidelines.
12. Work with the Arts and Heritage Learning and Engagement Manager to develop engagement programmes at North Lincolnshire Museums.
13. Work within the Humber Museums Partnership, leading on strands of work and programmes, ensuring delivery of the North Lincolnshire Museums Activity Plans.
14. Seek additional sources of funding as appropriate from external organisations to support the development, interpretation and care of the collections.
15. Develop partnerships with community groups, other service providers and external organisations and attend meetings as required.
16. Act as Duty Manager / Fire Warden as required.

Knowledge, skills and experience:

- Professional specialism or practice in a museum-related subject area.
- Professional qualification in a relevant subject (museums, heritage).
- Evidence of continuing professional development and/or membership of a professional body.
- Excellent knowledge and experience of working with museum collections.
- Excellent communication and interpersonal skills, including tact, diplomacy and relationship building: Able to discuss heritage with a range of customers; to relate complex information in clear language across a variety of formats; negotiate with partners in the development and delivery of projects; and with artists and artist groups regarding contracts.

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- Experience of developing creative and engaging exhibitions within a museum/historic house context.
- Experience of leading time specific projects / programmes of activity with minimal managerial direction.
- Experience of working in collaboration with a range of partners, customers and stakeholders to build strong partnerships.
- Ability to write funding applications.
- Knowledge of good practice in museum collecting, display and interpretation.
- Knowledge of government policies that affect museum collections.
- Knowledge of current museum issues, such as the Museums Association's Code of Ethics, strategies and campaigns.
- IT literate with experience of using MS Office and maintaining databases, including bespoke collections content management systems.
- Ability to develop workflows and prepare policies and procedures that meet Museum Accreditation standards.
- Ability to programme exhibitions across North Lincolnshire Museums venues.
- Ability to work on own initiative whilst actively participating in a team environment and directing the work of the Curatorial Team.
- Ability to work collaboratively in a team, building positive relationships and work effectively across internal and external boundaries.
- Able to carry out independent research with a good level of academic and professional knowledge to ensure accuracy.
- Good staff management skills.
- Good customer care skills and experience of dealing with the public.
- Good knowledge of health and safety.
- Ability to transport themselves around the area in a timely manner.
- Ability to drive a van loaded and unloaded confidently and safely.
- Driving Licence – CAT B.

Creativity and innovation:

Developing and maintaining collections policies and procedures to Museum Accreditation standard. Ensuring all collections related activities comply with professional best practice, and the collections staff are aware of and following policies and procedures.

Maintaining collections information, including databases and documentation. Developing workflows for data entry and data cleaning of the collections database for the collections team to follow.

Assessing and dealing with any issues with the bespoke collections database CollectionsIndex+, resolving or reporting them for resolution to SystemSimulation.

Programming exhibitions and events across North Lincolnshire Museums venues. Deal with conflicting demands / priorities in order to successfully timetable exhibitions and events; collections care; and cleaning of exhibits and displays.

Developing new and innovative historical displays and exhibitions from research, knowledge of collection and history of area, which provide opportunities for learning

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and engagement.

Decide on interpretation and exhibition content. Carries out research from a range of sources and to interpret these to communicate to a broad audience.

Writing text for exhibition panels, labels, website articles, social media and copy for promotional materials. Proofreading text prepared by other staff.

Liaising with artists regarding the commissioning of work, whether that be to perform, deliver workshops or create artworks for exhibition; preparing contracts for commissioned work.

Liaising with external contractors and other sections of the council such as insurance and corporate landlord, to arrange insurance, maintain storage and display areas, design exhibitions, and ensure displays are installed safely and to council guidelines.

Setting up exhibitions and displays in a safe, secure, attractive and creative way; including carrying out risk assessments and managing environmental controls. Ensuring exhibitions and displays set up by other members of the Curatorial Team also meet these standards.

Arranging the collection and return of loans from other museums - liaising with museums and contractors to work out transport arrangements and timetabling.

Creative approach to problem solving to resolve operational issues relating to collections and display areas of North Lincolnshire Museums venues and collections staff.

Dealing with staff related issues such as recruitment, conduct, capability, management, motivation and counselling and development of work programmes.

Answering museum and collection related enquiries by e-mail, telephone and face-to-face.

Preparing and delivering lectures, talks, events, and activities.

Assessing and dealing with environmental problems relating to the collections.

Development and preparation of funding applications to external organisations for collection and exhibition projects.

Contacts and relationships:

- Line Manager – daily – giving and receiving information, operational and strategic issues.
- Curatorial staff and colleagues in the workplace – daily – giving and receiving information.
- Colleagues in other council teams – monthly – giving and receiving information, working on projects, arranging works for exhibitions.
- Members of the public – as required – enquiries and identification of objects.

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- Humber Museums Partnership – regular – attending meetings, partnership working to deliver the activity plan, deputising for the Heritage Manager.
- Colleagues in other museums – weekly – information exchange, enquiries, partnerships, meetings, research, agreeing loans.
- Community groups – monthly – talks / lectures, activities, events, partnerships.
- Trusts and foundations – as required – seeking funding.

Decision making:

Staff recruitment, conduct, training and management.

Making decisions regarding the content, development and timetabling of the exhibitions programme at North Lincolnshire Museums venues.

Deciding the content for historical displays and interpretation, interpretation panels, digital and other forms of interpretation. Ensuring work of team is of a high standard.

Making considered decisions relating to collections care, while on display, in store and during transit, ensuring that damage is kept to a minimum and they are kept in the correct environmental conditions.

Make recommendations to the Heritage Manager regarding acquisitions and disposals in line with the Collections Development policy.

Making decisions and directing collection management priorities, including making recommendations as to the historical value of objects.

Deciding content of collections policies and procedures.

Ensuring quality standards around collections care and interpretation are maintained.

Making immediate and informed decisions regarding museum and collections enquiries.

Prioritising and directing activities of self and the Curatorial Team to meet conflicting, often-changing requirements.

Managing own workload and that of others, including the Curatorial Team and volunteers.

Work with a panel for the selection process for artist commissions and interpretation.

Responsibility for resources:

Financial resources:

None.

Physical resources:

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Mobile phone and laptop (combined value, £800)
 Driver of van (Fleet hire van) – transporting collection items from storage facilities to museums and vice versa for exhibitions – monthly.
 Key holder for off-site storage facility – shared.

North Lincolnshire Museums collections – invaluable – shared responsibility with Heritage Manager and Curators.

It is estimated that around 20% of working hours may be spent out of office.

WORK ENVIRONMENT

Work demands:

Dealing with different and often conflicting issues at any one time.

Ensuring that the exhibitions programme runs smoothly and to timetable, including working to strict deadlines for the transporting of loans from other museums and setting up and dismantling of exhibitions, and working with other colleagues around the organisation of special events and activities and the production and distribution of promotional material.

Meeting deadlines for the operational provision of the exhibition programme; seasonal cleaning, public openings, etc.

Working with interruptions to work from telephone / email / face-to-face enquiries.

Dealing with staff issues.

Dealing with a fluctuating workload.

Physical demands:

- Lifting of heavy items – in stores, during exhibition change-overs, and in and out of vans, some of which are fragile and/or large – approx. monthly.
- Fieldwork/ Site visits to archaeological sites in North Lincolnshire – (between one- six per year).
- Driving van within North Lincolnshire between museums and stores.
- Using ladders and scaffolding towers.

Working conditions:

- Work will normally be carried out in an office environment but does require the post holder to visit various locations (Normanby Hall, North Lincolnshire Museum, Stores, community locations).
- Some requirement to work in venues at least once a week, but some agile working possible.

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- Flexibility as evening and weekend work may be required for delivering talks, etc.
- Fieldwork including collecting donations, which can include lone working e.g. visits to donor's houses.

Work context:

Fieldwork / visits to archaeological sites – including collecting in difficult terrain and poor weather conditions.

Lone working when out of office, travelling, engaging with community groups, working in stores and collecting new items for acquisition from donor's house.

Regular driving – inside and outside of the council's boundaries: across North Lincolnshire Museums and stores; to other museums to deliver SLAs; partnership with other museums in the Humber region.

Minimal risk to personal safety.

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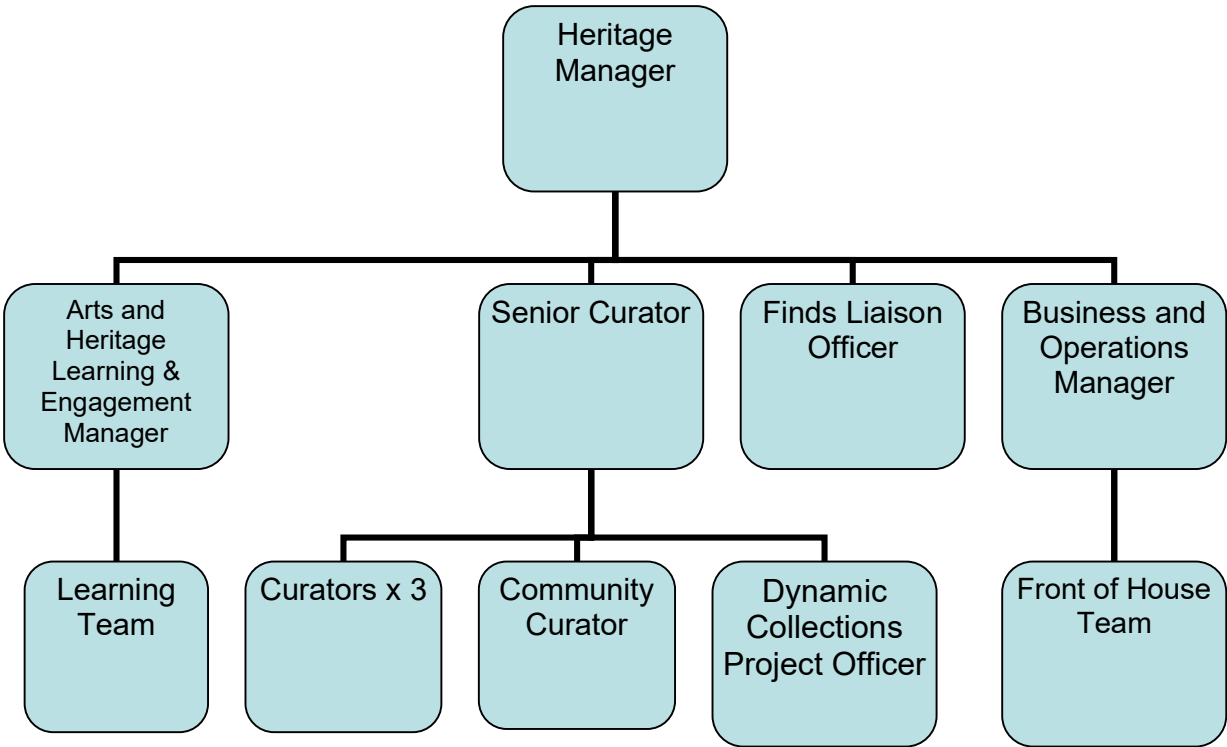
Position in organisation:

Indicate how many staff the post is directly accountable for:

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Are posts in more than one location? Yes
Is this at the same site? No - North Lincolnshire Museum and Normanby Hall Country Park.
Are the posts managed highly mobile? No

Is the supervision/management shared with another post in the structure? No



Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
<ul style="list-style-type: none"> Professional specialism or practice in a museum-related subject area. Excellent knowledge and experience of working with museum collections. Knowledge of current museum issues, such as the Museums Association's Code of Ethics, strategies and campaigns. Excellent communication and interpersonal skills, including tact, diplomacy and relationship building. Experience of developing creative and engaging exhibitions within a museum/historic house context. Experience of leading time specific projects / programmes of activity with minimal managerial direction. Ability to programme exhibitions across North Lincolnshire Museums venues. IT literate with experience of using MS Office and maintaining databases, including bespoke collections content management systems. Ability to writing funding applications. Experience of working in collaboration with a range of partners, customers and stakeholders to build strong partnerships. Good customer care skills and experience of dealing with the public. 	
Knowledge, Skills and Experience	Interview
<ul style="list-style-type: none"> Knowledge of good practice in museum collecting, display and interpretation. Knowledge of government policies that affect museum collections. Ability to develop workflows and prepare policies and procedures that meet Museum Accreditation standards. Ability to work on own initiative whilst actively participating in a team environment and directing the work of the Curatorial Team. Ability to work collaboratively in a team, building positive relationships and work effectively across internal and external boundaries. Good staff management skills. Able to carry out independent research with a good level of academic and professional 	

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knowledge to ensure accuracy. <ul style="list-style-type: none"> Good knowledge of health and safety. 	
Education, Training and Qualifications	Original documents
<ul style="list-style-type: none"> Relevant first degree or equivalent experience. A professional qualification in Museum Studies or equivalent experience. Evidence of continuing professional development and/or membership of a professional body. 	
Working Arrangements	Interview
<ul style="list-style-type: none"> Ability to transport themselves around the area in a timely manner. Ability to drive a van loaded and unloaded confidently and safely. Driving Licence – CAT B. Able to work out of normal office hours, during the evening and at weekends. Lone working when out of office, engaging with community groups, travelling and collecting new items for acquisition from a donor's house. 	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
<ul style="list-style-type: none"> 	
Knowledge, Skills and Experience	Interview
<ul style="list-style-type: none"> 	
Education, Training and Qualifications	Original documents
<ul style="list-style-type: none"> 	
Working Arrangements	Interview
<ul style="list-style-type: none"> 	

THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Political restriction	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
The ability to speak fluent English under the Immigration Act 2016	

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Yes☐

No☐

• Version Control	
Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
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