

JOB DESCRIPTION MUSEUM MANAGER

Grade:	SCP 20 (currently £30,825 pa)
Hours:	37 hours per week allocated flexibly in relation to the needs of the Museum's public programme, opening hours and Council meeting requirements.
Holidays:	23 days per annum (<i>rising to 26 days after 5 years' service</i>) plus bank holidays and 3 statutory days
Reports to:	Town Clerk
Line Manager for:	All Museum volunteers.

Role Description:

The Museum Manager will lead and shape the future development of the Museum with the support of the Town Clerk, Deputy Town Clerk and Councillors. The postholder will be responsible for creating new and innovative ways to encourage public engagement, ensure that accessibility and community are at the core of the Museum's aims and promote the understanding and appreciation of the cultural heritage of Wareham. The postholder will also have responsibility for developing, caring for and interpreting the Museum collection alongside the volunteers.

The post-holder will also be accountable for successfully securing grant funding for the Museum and delivering funded projects, in particular the initial funding to facilitate the major refurbishment and development of the current Museum site e.g. through applications to National Lottery Heritage Funding, Dorset Council Funding and Arts Council funding.

This Job Description sets out the specific ways in which your individual objectives and day-to-day activities will bring the vision of the Museum to life.

Main Responsibilities:

1. To manage Wareham Museum and its volunteers effectively.
2. To successfully obtain grant funding for the Museum refurbishment and expansion project, and to pursue further grant funding for ongoing museum projects where possible.
3. To work with the volunteers, in particular the Curator, for managing the museum collections and displays.
4. To lead, motivate and manage the volunteers.
5. Arrange and facilitate training for volunteers.
6. To facilitate and lead a regular operational meeting for volunteers to ensure day to day operational and health and safety matters are maintained and managed correctly, and report back to Council any matters for decision under Council Financial Regulations or Standing Orders.
7. To deliver effective budget management for the Museum.
8. To provide a written report on progress and matters of interest to the Council.
9. To deliver an excellent visitor experience which exceeds expectation.
10. To establish good community engagement through educational visits and workshops.
11. To ensure the Museum continues to meet the standards of the Arts Council England Museum Accreditation scheme.
12. Undertake training as required from time to time.
13. Any other reasonable duties that may be assigned from time to time.

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.

Person Specification

Attribute	Essential	Desirable (but not required)	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Degree (or equivalent) in a relevant subject 	<ul style="list-style-type: none"> • Associate of the Museums Association (AMA) • Qualification in: Museum/Heritage Studies Teaching or Learning Business Studies 	Application Form and Certificates
Management Skills:	<ul style="list-style-type: none"> • Experience of managing a team (staff or volunteers) • Experience of managing a budget. • Ability to organise and prioritise allocated workload to deliver to targets and deadlines 	<ul style="list-style-type: none"> • Ability to work unsupervised 	Application form, interview
Communication skills:	<ul style="list-style-type: none"> • Ability to communicate in a clear and confident manner both with individuals and groups of all sizes. 	<ul style="list-style-type: none"> • Ability to deal with and manage complaints unsupervised. • Experience of marketing. 	Application form, interview
Knowledge:	<ul style="list-style-type: none"> • Demonstrable experience of fundraising and income generation from grants, cultural and commercial activities. • Understanding and application of Accreditation Standards for Collections Care. • A good understanding and practical experience of the processes of collections management. • A good understanding and practical experience of the role of education and learning in museums. 	<ul style="list-style-type: none"> • Knowledge of Town Council Administration • Understanding and application of preventative conservation techniques. 	Application form, interview,
Practical Skills:	<ul style="list-style-type: none"> • Ability to lead and motivate teams. • Ability to work effectively with a wide range of professionals at all levels and across different organisations • Organisational and time management skills • Ability to use IT competently. 	<ul style="list-style-type: none"> • Ability to explain in a clear, concise and confident manner. 	Application form, interview,

Personal Qualities:	<ul style="list-style-type: none"> • Ability to maintain a calm approach in any circumstance. • Ability to mediate and find balance between legal requirements of Council and practical non-compliant matters. • A passionate leader. 	<ul style="list-style-type: none"> • A good sense of humour. 	Interview
Experience:	<ul style="list-style-type: none"> • Experience of working in a similar position. 	<ul style="list-style-type: none"> • Experience of Town Council or Local Government owned Museum. 	Application form, interview