



St Neots Museum

Job Description and Person Specification

Job Title:	Museum Manager
Organisation:	St Neots Museum Ltd
Responsible for:	Management of the museum
Salary:	£24,000 (£30,000 pro rata)
Contract:	Two Year Contract with a view of a permanent position, Part-Time Position (30 hours per week)
Annual Leave:	22.5 days plus Bank Holidays
Location:	St Neots, Cambridgeshire, England
Working hours:	30 hours per week (including some weekend and evening working)
Closing Date	15/11/2023

Job Description

The Museum Curator will be responsible for ensuring good professional practice in all areas of the museum and that the museum remains accredited, resilient and financially sustainable. As well as leading day-to-day operations of the museum as an important community asset you will also be responsible for the development and delivery of key strategies to enable the charity to fulfil its aims, improving the sustainability and resilience of the organisation as well as 'delivery and engaging visitor offering to ensure community access to the museum's collections and local heritage.

This is an exciting time to join the team at St Neots Museum as we actively seek to apply for funding to carry out redevelopment of the museum building and its exhibition spaces to meet the changing needs of Cambridgeshire's largest (and fastest growing) town. We have ambitions to grow the museum's visitor numbers and re-invigorate our programme of exhibitions, events and activities through expansion of our fundraising capabilities. This includes material available online and at partner organisations as well as at the museum itself.

St Neots Museum is a registered charity and an accredited museum, run by enthusiastic staff, trustees and volunteers. Our volunteers contribute their time and skills to provide a professionally executed, fun, interesting and educational visitor experience for all.

Key responsibilities

1. Operations/ Curator Duties

- Plan, manage and oversee the day-to-day operations of St Neots Museum.
- Ensuring core training requirements are met and kept up to date, and developing goals for team members and supporting staff to achieve them.
- Ensure effective management of the buildings and site, including compliance with statutory requirements (health and safety, environmental, security and fire safety for example) and providing input and regular review of the Building Maintenance plan with the lead Trustee.
- Act as Duty Manager during museum Open Hours including occasional weekend working.
- Shared responsibility with other staff members and volunteers for emergency out-of-hours callouts.
- Manage the museum collections and loaned materials in line with sector best practice and agreed plans and policies.
- Overall responsibility for the delivery of exhibitions, events and visitor experience

- To ensure the museum maintains its accreditation status and museums approved policies are appropriate and adhered to

2. Strategy & Governance

- Ensure the Trust's charitable aims are fulfilled through development and delivery of the Forward Plan.
- Manage effective strategic relationships and partnerships at a senior level with partners, stakeholders and funders.
- Attendance at the Board of Trustees, currently held monthly, and provide agreed reports to those meetings.
- Continue to improve and embed inclusivity and equality in our organisational policies, practices and experiences.
- Any other reasonable duties at the discretion of the Trustees.

3. Income Generation & Budget Management

- Set and deliver targets for income generation via increase in museum visitors, visitor spend and commercial events such as temporary exhibitions, events and activities.
- Overall responsibility for budget planning and management in liaison with the Finance Officer and Treasurer. Reporting on same to Board of Trustees.
- Lead on fundraising in line with an evolving fundraising strategy and in partnership with fundraising partners.
- Oversee and finalise yearly accounts in liaison with the trustees.
- Maintain accurate, up-to date records, statistics and databases to facilitate fund raising, reporting, and forward planning.

4. Development

- Lead on refreshing and reimagining of displays and physical spaces of the Museum, creating an environment that is fit-for-purpose.
- Seek and develop opportunities to expand and promote the role of St Neots Museum in line with strategic priorities and act as spokesperson for St Neots Museum for press and other media on a local, regional and national level.

The post-holder will be subject to the general rules, procedures and systems set out in the terms of the contract of employment.

Person Specification

Required Skills / Qualifications

Essential Skills & Experience

- Experience of working in a museum or other visitor-facing heritage/tourism setting including Curation or Collections experience and / or a degree level qualification.
- Effectively managing and motivating paid and volunteer staff through leadership, motivation, team building and performance development. Able to delegate and deliver success through others.
- Excellent interpersonal skills with an ability to communicate effectively at all levels.
- Self -starter with good organisational, planning and project management skills.
- Budget management in a small organisation.
- Working knowledge and experience of relevant legislation including museum accreditation for example.
- Effectively managing Health and Safety in the workplace.
- Familiar and confident with standard IT software packages.

Desirable

- Experience of working for a registered charity.
- PR/marketing, advertising and event management experience.
- Familiar and confident with social media and web management.
- Successful development and delivery of business management/forward action plans.
- Postgraduate degree (or working towards) in museums, heritage or a related area of study.