

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Museum Curator
<b>REPORTING TO:</b>	Chief Executive
<b>DIRECT REPORTS:</b>	Archivist   Learning and Audiences Officer   Museum Assistant
<b>LOCATION:</b>	The Black Watch Castle and Museum
<b>SALARY:</b>	£24,000, full-time position
<b>CLOSING DATE:</b>	Sunday 26 <sup>th</sup> May 2019

## **PURPOSE OF JOB**

The curator is responsible for the day-to-day management, development and conservation of The Black Watch Museum and archived collections. For all Museum and collections matters the Curator reports on a daily working basis to the Chief Executive.

## **MAIN DUTIES AND RESPONSIBILITIES**

- a. To document, research, care for, exhibit and nurture the collections to the highest standards, ensuring that it is accessible to the public and that learning is given due priority.
- b. Devise and execute a Forward Plan for the further development of the Museum, as well as Collections Care Manual, Conservation Plan and, including regular review of policies, procedures and manuals.
- c. Maximise the visitor experience at The Black Watch Castle and Museum to increase the footfall in line with visitor and revenue targets.

1. Specifically, the curator is to:

- a. Ensure that the Museum achieves all relevant accreditations and follows best practice guidelines within the sector for example, updating policies in line with Accreditation.
- b. Manage financial budgets with the aim of maximising revenue. Submit bids for funds as the need arises during the year. Seek out grant-aided funding for the care and conservation of artefacts and the development of the museum and its collections.
- c. Direct and supervise the work of the museum and archive team and develop the volunteer programme.

- d. Develop and enhance the collection through creative and imaginative displays and interpretation including a programme of temporary exhibitions.
- e. Manage the documentation, storage, care and conservation of the museum and archived collections.
- f. Seek out advice and the approval of the CEO and Trustees on the acquisition of new artefacts and, when found, apply for appropriate funding and grant giving bodies.
- g. Support the learning, events and outreach programme.
- h. Ensure the visitor experience delivered is consistently excellent through the delivery of world-class tours, talks and our research and enquiry services.
- i. Carry out duties as may be required by the Trust and CEO that are appropriate to the level of the post.

The post holder is expected to work to further the mission and aim of The Black Watch Museum, and to comply with the company's policies and procedures. This is not an exhaustive list of responsibilities and the post holder will be expected to undertake other duties within the remit of the job and appropriate to their level of seniority as requested by the relevant line manager.

**This job description will be reviewed periodically and The Black Watch & Castle Museum reserves the right to vary the duties within the job description in line with the needs of the business.**

#### **HOW TO APPLY**

Send your C.V. and Cover Letter to Anne Kinnes, CEO [anne@theblackwatch.co.uk](mailto:anne@theblackwatch.co.uk)

## PERSON SPECIFICATION

### KNOWLEDGE / SKILLS

- IT skills for word processing, email and using Adlib

### EXPERIENCE / QUALIFICATIONS / TRAINING

- Professional museum experience and/or equivalent postgraduate qualification
- Recruitment and Management of staff and volunteers
- Management of museum collections
- Events coordination, including museum learning events and festivals
- Design and delivery of exhibition programmes
- Management of budgets
- Sourcing grants and fundraising opportunities
- Experience of developing audiences within the sector
- Experience of working with a range of stakeholders, both internal and external, including staff, volunteers and Trustees.

### COMPETENCIES

- Effective communication
- Liaison and networking
- Teamwork and motivation
- Decision making
- Planning and organising
- Initiative and problem solving

### PERSONAL QUALITIES /ATTITUDE

- Be inquisitive and willing to constantly acquire new knowledge
- Have excellent communication skills and be enthusiastic with visitors
- Be reliable, organised, tidy and methodical
- Be flexible in dealing with a variety of tasks
- Enjoy working as part of a busy team
- Have enthusiasm for providing five star visitor service to visitors of all ages
- A desire to work in an ever-changing, developing environment

### WORK RELATED CIRCUMSTANCES

- Be physically fit to handle exhibits and displays
- The job can involve considerable standing, lifting, bending and stretching
- Weekend and evening work will be required

