

**TULLIE HOUSE MUSEUM & ART GALLERY TRUST****JOB DESCRIPTION**

**Job title:** Curatorial Manager

**Grade:** G

**Hours:** 1.0 FTE

**Responsible to:** Head of Collections & Engagement

**Responsible for:** Curators, Assistant Curator, project staff volunteers, freelancers, external contractors, placement and work experience students.

**OVERALL PURPOSE**

- Lead, motivate and develop the curatorial team to:
  - Manage the care and preservation of the collections to the latest (currently Spectrum 5.0) and highest possible standards
  - Increase access to collections to support equality, diversity and inclusion objectives through co-curation, community engagement and volunteer activity
  - Deliver on the income generating potential of collections and collections knowledge
  
- Ensure that departmental staff work effectively as a team with other staff (volunteers and community groups), especially across Learning and Engagement, Exhibitions, Marketing and Events (including Members Events) to effectively support the development and delivery of programmes and exhibitions in line with the Museum's Manifesto.

**KEY AREAS OF RESPONSIBILITY****Staff Management**

1. Lead, motivate and develop the curatorial team in an effective and inclusive way, to ensure relevant objectives are agreed and met. Undertake performance reviews and support and manage their professional development. Guide the team to work across the organisation to support cross-departmental projects with an audience and or income generation focus.
  
2. Direct the curatorial team to provide information, advice, assistance and collection access to colleagues, visitors, stakeholders and groups. Ensure that maximum access to the museum's collections is provided and that this is delivered via all platforms and for all target audiences in a timely and effective way.

3. Encourage the team to liaise with appropriate external organisations and support the development of partnership approaches to project working.
4. Embed a culture of volunteering within the curatorial team, ensuring they work with the Volunteer Coordinator to recruit, train and develop volunteers to assist with increasing access to the collections and collections management.
5. Oversee the co-ordination of work placements and other work-based opportunities within the curatorial team including secondments, exchanges and internships.

## **Collections Management**

6. Oversee the curatorial team in the development, documentation, storage, security, environmental monitoring and movement of the collections to agreed professional standards (Spectrum 5.0 and PASI97). Provide collections management advice and training as required.
7. Manage the Museum Accreditation process ensuring that key policies and plans are being implemented and are kept up-to-date.
8. Manage all aspects of the Registrar function including, but not exclusively, loans, insurance, transportation, documentation.
9. Keep the Museum's Collections Development Plan up to date, revising in line with current best practice and Museum priorities where appropriate, including the development of a Contemporary Collecting Policy, and develop the collection accordingly.

## **Exhibitions & Galleries**

10. Work closely with the Exhibitions team to support and, as required, lead on allocated projects which deliver the temporary exhibitions and touring exhibitions programme in response to the museum's Manifesto and Audience Development Plan. Assign project responsibilities to the curatorial team in order to effectively deliver an engaging exhibitions and events programme and support evaluation.
11. Be responsible for the management, care, conservation, display and technical requirements for collections required for exhibition. Provide information to the Exhibitions Team to support the preparation of exhibition documentation.
12. Lead on the research and interpretation of collections in relation to the refresh of existing permanent displays in innovative and engaging ways.

## **Income Generation**

13. Work proactively to develop and implement income generation opportunities related to the collection and collections knowledge.
14. Support the Head of Collections & Engagement to seek out and apply for funding opportunities in relation to the collections.
15. Support the team to achieve annual departmental income targets.

### **Public Engagement**

16. Work with the curatorial team to contribute to the marketing and promotion (including social media) of the museum's collections and public programme.
17. Ensure the collections are used as widely as possible for audience engagement activities, including talks, tours, and via the Museum's Learning Programme.
18. Keep up to date with best practice in collections and audience engagement, with a particular focus on the Creative Case for Diversity and its implications for the sector
19. Be an active member of the Digital Steering Group, planning and motivating staff to deliver digital projects and keeping up to date with best practice in this area.
20. Provide professional curatorial expertise and knowledge in line with Tullie House Museum's leadership responsibilities across Cumbria

### **Other**

21. Responsible for the efficient management of the department budget along with the curatorial components of externally funded projects
22. Draft funding applications and support major development projects as required.
23. Ensure professional knowledge and expertise is up to date and effectively transferred to team members. Represent the Museum at professional meetings, courses and conferences, adopting a responsible and decisive approach where required.
24. Attend the museum's premises for emergency call outs/Responsible Officer duties.
25. The Trust operates across a 7-day working week. Flexible approach to working hours will be required, the role may also involve occasional evening, weekend and bank holiday working.
26. To represent Tullie House at external meetings and develop strong external partnerships.

27. To deputise for the Head of Collections and Engagement when necessary.

**Mandatory for all staff**

Take care of your personal health and safety and that of others and report any health and safety concerns. Ensure proactive compliance with the THMAGT H&S Policies, including risk assessments and implementing safe systems of work.

Staff will be expected to ensure that the approach and ethos outlined in the Tullie House Manifesto are central to all activity

**Please note**

This job description is not exhaustive and amendments and additions may be required in line with future changes in policy, regulation or organisational requirements, it will be reviewed on a regular basis.

**TULLIE HOUSE MUSEUM & ART GALLERY TRUST  
PERSON SPECIFICATION**

**JOB TITLE – Curatorial Manager**

*All criteria are essential, unless stated as ‘Desirable’ (D)*

<b>Criteria</b>	<b>Essential Competency</b>	<b>Desirable Competency</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of collections management and/or a subject area relevant to the Tullie House collections, as demonstrated through qualifications, experience or other.</li> <li>• Clear evidence of interest in Continuing Professional Development (CPD), for example AMA, or evidence of other formal or informal CPD activity.</li> </ul>	
<b>Experience, Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Experience of effectively managing, leading and developing staff and volunteers.</li> <li>• Considerable professional collections management experience, including collections databases, Spectrum and Accreditation.</li> <li>• Experience of co-curation and the development of inclusive programming</li> <li>• A thorough understanding of collections care issues (eg. preventative conservation, documentation, acquisition, pest control), and a broad knowledge of best practice in collections management.</li> <li>• In-depth knowledge of health &amp; safety issues.</li> <li>• Evidence of developing, managing and editing written content to a range of platforms.</li> <li>• An understanding of best practice and current thinking in audience development, equality, diversity and inclusion, and digital engagement.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of writing and submitting grant applications</li> <li>• Experience of actively contributing to learning programmes in a public gallery.</li> <li>• Experience of loan negotiation from national institutions and private individuals.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent leadership and people management skills; able to manage own workload, completing tasks to deadline, with financial targets - whilst leading, motivating and engaging team</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills gained from practical experience of</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication skills, including oral, written and presentation (for the general public as well as specialised academic audiences).</li> <li>• Excellent organisational skills - high attention to detail with the ability to produce professional accurate documents.</li> <li>• Ability to manage budgets</li> <li>• Ability to work proactively with a wide range of partners and representatives of other organisations.</li> <li>• Excellent IT skills, including proficiency in MS Office</li> </ul>	managing exhibitions and/or collections projects (D).
<b>Personal Qualities &amp; Commitment</b>	<ul style="list-style-type: none"> <li>• Capable of working effectively whilst under pressure</li> <li>• Commitment to highest levels of service delivery</li> <li>• Confident approach as required to work independently and/or as a lone worker.</li> <li>• Ability to be imaginative, innovative and entrepreneurial with collections access.</li> <li>• Able to deal with, and resolve, difficult situations in a calm, tactful and firm manner – adopting a responsible and decisive approach.</li> </ul>	
<b>Other factors</b>	<ul style="list-style-type: none"> <li>• Flexible approach to working hours as weekend/evening/bank holiday work for both Curatorial and Responsible Officer duties.</li> <li>• Willingness to undergo standard DBS check</li> </ul>	