

# Epsom & Ewell Borough Council

## Role Profile Template

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| <b>Role Title:</b>   | Museum Curator   |
| <b>Job Family:</b>   | Professional Support (G7)                              |
| <b>Service:</b>      | Venues & Community Commercial Services                 |
| <b>Location:</b>     | Bourne Hall  |
| <b>Reporting To:</b> | Assistant Head of Venues Community Commercial Services |

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| <b>Role Purpose:</b><br><br><i>Why the role exists and its contribution</i> | <p>To provide management and care of Bourne Hall Museum, including research, access and interpretation.</p> <p>To develop and deliver high-quality exhibitions and displays at Bourne Museum and other locations in the Borough and to foster community engagement through events and education programmes.</p> <p>To conserve and manage museum collections to Spectrum standard.</p> <p>To promote the rich heritage of Epsom and Ewell, making it an attractive place to live and work.</p> <p>As a member of the council's team, to contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high-performing culture</p> |
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## Main Duties and accountabilities

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| <b>Service Specific</b> | <b>Public Programme</b> <ul style="list-style-type: none"> <li>Working with colleagues and using the Bourne Hall Museum collection, plan and implement an accessible and inclusive annual programme of exhibitions and displays at Bourne Hall Museum, and other potential sites around the Borough of Epsom &amp; Ewell.</li> <li>Working with colleagues and using the Bourne Hall Museum collection, plan and implement an accessible and inclusive annual learning and outreach programme – including activities tailored for young people and educational services for local schools, supporting National Curriculum topics.</li> <li>Manage exhibition changeovers and installations, working with staff and volunteers.</li> <li>Research and prepare exhibition and display interpretation that address a variety of interests and learning styles – creating a welcoming and accessible space for all to enjoy.</li> </ul> |
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## **Collections Management**

- Care for Bourne Hall Museum's collections, develop policies for collections management and conservation, and ensure high standards of storage and handling.
- Maintain all collections documentation through the Access-based CMS database system, ensure software is updated, and manage a high-quality image library.
- Collaborate with archaeologists to store archives and promote their stories, and recommend the recording and protection of the historic environment.
- Maintain the museum's Accredited status with Arts Council England.
- Plan and implement ongoing and retrospective documentation, conservation, digitisation, research, and storage of the museum's collections.
- Provide access to collections for researchers and academics and develop opportunities for student and volunteer placements.

## **Acquisitions and Disposals**

- Acquire new objects for the collection in line with the agreed Collections Development Policy, where necessary securing funding from both public and private sources.
- Implement disposals in line with the Collections Development Policy and identify appropriate disposal methods in line with industry standards.

## **Partnerships**

- Develop effective partnerships with agreed organisations including countywide, regional and national museums, and specialist groups.
- Develop effective partnerships with community groups to develop dynamic uses of the collection.

## **Fundraising**

- Identify fundraising opportunities and prepare funding applications to support public programs, research, and collections management
- Manage the Museum Assistant, and volunteers

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|                       | <ul style="list-style-type: none"> <li>• Manage the Museum budget within Council guidelines and exercise financial control</li> </ul>   |
| <b>Generic Duties</b> | <ul style="list-style-type: none"> <li>• Supervise the daily work of the museum to support the delivery of the corporate plan, vision, behaviours, corporate identity and key messages and promote effective corporate working across the organisation.</li> <li>• Guide, instruct, direct and enable the delivery of high-quality services that are customer-centred, safe and low-risk in line with relevant legislation</li> <li>• Promote Local Heritage by ensuring accurate, effective, and sensitive promotion of heritage, communicating the strengths of our historical resources and promoting local identity.</li> <li>• Ensure good health and safety practices are carried out and accurately complete associated paperwork to current legislation.</li> <li>• Ensure that professional standards in the care of and access to collections are met.</li> <li>• Work with the Bourne Hall Assistant Development Manager to actively promote HR policy and practice to ensure good employment practices are embedded in day-to-day operations, dealing with problems as they occur to ensure a speedy response.</li> <li>• Assist in the development of ideas and recommendations for doing things more efficiently recognising and furthering the feedback from the team</li> <li>• Seek, build and maintain good relationships with senior managers, business partners, other Councils and all levels of staff.</li> <li>• Manage processes within the service to ensure smooth delivery of services.</li> </ul> |

| <b>The key decision-making areas in the role</b>   |
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| <ul style="list-style-type: none"> <li>• Responsibility for accurate, effective and sensitive promotion of heritage</li> <li>• Ability to meet professional standards in the care of and access to collections</li> <li>• Management of Museum Assistant and volunteer members of staff</li> <li>• Control of day-to-day, publicity, training and budgets</li> </ul> |

## Customers and contacts

- Public visitors to the venue, colleagues, elected members, all council departments, facilities management contractors, stakeholders, tenants and community groups, associated organisations.

## Dimensions of the role

### Financial

- Annual expenditure XX
- Annual income XX
- Manage the museum budget, secure revenue through the museum shop, grants, and sponsorship, and exercise financial control.
- Manage day-to-day, publicity, training, and budgets.

### Non-financial

- Adhere to Epsom & Ewell Borough Council Policies & Procedures.
- Promote and develop equality and diversity in line with the Council's policies.
- Ensure safeguarding policies are followed.
- The supervision and management of an employee and volunteers

# Person Specification

| <b>Qualifications and Training</b>   | Essential (E)<br>or Desirable<br>(D) | Application | Interview/<br>Assessment |
|--|--------------------------------------|-------------|--------------------------|
| Extensive experience working with museum collections .                                 | E                                    | X           | X                        |
| Experience leading exhibition and gallery development and delivery.                    | E                                    | X           | X                        |
| Significant experience with collections management systems and documentation practices | E                                    | X           | X                        |
| Postgraduate qualification or equivalent experience.                                   | D                                    | X           | X                        |
| Project management qualification or equivalent experience.                             | D                                    | X           | X                        |
|  |                                      |             |                          |
| <b>Knowledge and Experience</b>  |                                      |             |                          |
| Customer services experience   | E                                    | X           | X                        |
| Substantial experience managing budgets and cost planning.                             | E                                    | X           | X                        |
| Experience working with and supervising additional staff and volunteers.               | E                                    | X           | X                        |
| Knowledge and experience in conservation issues for social history collections.        | D                                    | X           | X                        |
| Experience in fundraising and working with contractors and artists.                    | D                                    | X           | X                        |
|  |                                      |             |                          |
| <b>Skills</b>  |                                      |             |                          |
| Problem solving  | E                                    | X           | X                        |
| Creativity   | E                                    | X           | X                        |
| Analytic skills  | E                                    | X           | X                        |
| Caring and training skills   | E                                    | X           | X                        |
| Development/motivational skills  | E                                    | X           | X                        |
| Communication skills – written and oral  | E                                    | X           | X                        |
| Working under pressure and to deadlines  | E                                    | X           | X                        |
|  |                                      |             |                          |
| <b>Additional Requirements</b>   |                                      |             |                          |
| Degree in History, Museum Studies, or a related field.                                 | D                                    | X           | X                        |

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| IT literacy, specifically Microsoft Office applications and web content management systems | E |  |  |
| Ability to work with minimum supervision and manage others                                 | E |  |  |
| Planning and organisation skills   | E |  |  |
| Flexibility for weekend/evening working  | E |  |  |