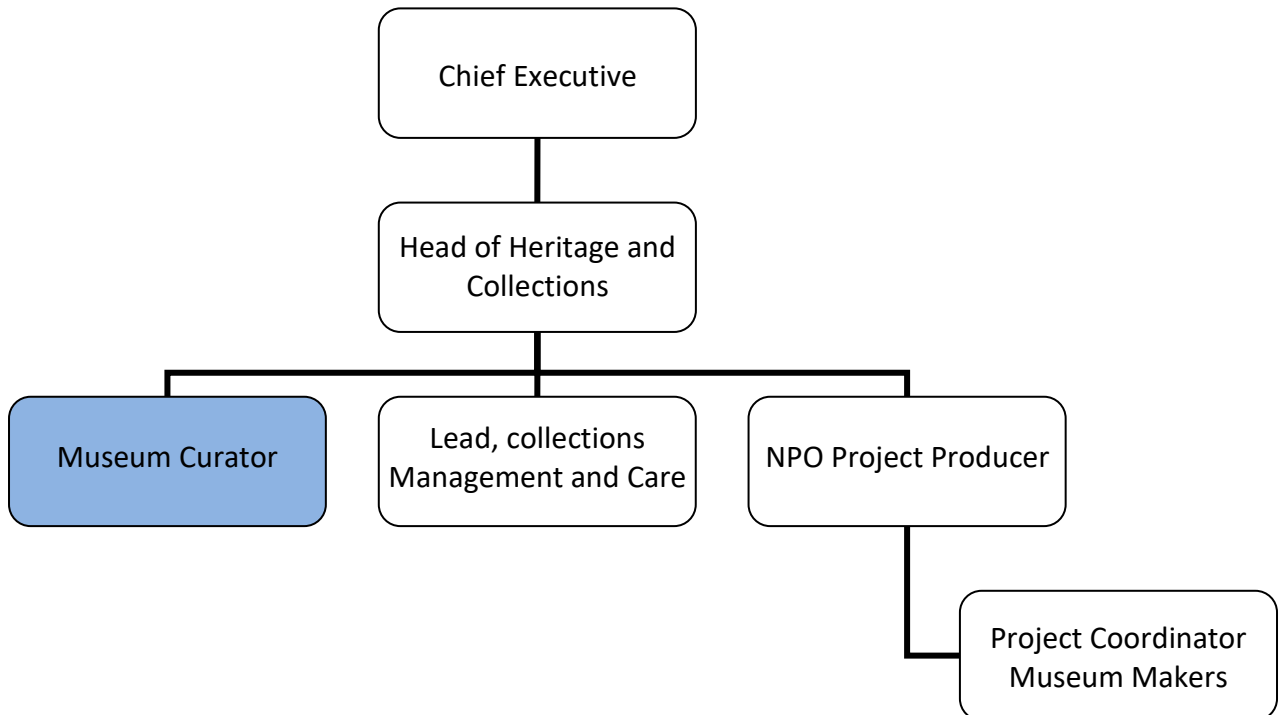
	Job Title	Museum Curator
	Department	Museums
	Grade	M1
	Reports to	Head of Museums, Collections and Heritage
	Staffing Responsibility	No permanent responsibility – may line-manage project staff and will task-manage volunteers as appropriate
	Organisation	<i>Attached</i>

JOB PURPOSE:

To curate and be responsible for the Museum Collections, and to manage and contribute to permanent galleries, temporary exhibitions, interpretation and outreach for all the service sites. To represent the museum on specialist bodies and provide professional advice under general guidance of the Head of Museums, Collections and Heritage. To take responsibility for achieving excellence in customer care and delivering agreed Key Performance Indicators.



PRINCIPAL RESPONSIBILITIES:		%
1	Manage and curate permanent galleries, temporary exhibitions, interpretation and outreach for all Culture Trust sites, and encompassing the breadth of the Museum collection. Work with the Head of Museums, Collections and Heritage to develop and deliver Exhibitions and Audience Development Plans, supporting their marketing and promotion. Develop and embed collaborative and participatory approaches to curation, working with our communities and partners.	30
2	Manage the development of the collection, overseeing relevant Collections Development Plans. Develop and oversee programmes of contemporary collecting with the communities of Luton. Work with the Lead, Collections Management and Care, volunteers and contractors, to ensure collections are managed in accordance with museum policies, Museum Accreditation and Spectrum requirements, ethical and national and international legal requirements.	20
3	Facilitate public access to the collections through visits and enquiries. Provide an identification service for areas of curatorial responsibility. Develop and deliver activities, research and publications, for specialist and non-specialist groups.	15
4	Provide specialist advice and assistance for relevant curatorial activity across the Trust, including the ACE-funded NPO programme at Wardown House, Museum and Gallery, and creative arts programming in the Hat District.	10
5	Contribute to and deliver internal and external reporting, forward planning, strategy and policy development as required. Manage delegated budgets and associated reporting. Support fundraising, including the development of grant applications.	10
6	Supervise and support project staff, volunteers, work experience students and apprentices as required. Support contractors on and off site as required.	10
7	Provide specialist advice and assistance to The Culture Trust staff and external bodies. Promote and represent the Museum. Deputise for the Head of Museums, Collections and Heritage as required.	5
<p><i>Please note these percentages are approximate and should be used for guidance purposes only. They may vary depending on staffing levels and place of work. This job description is not a definitive list of tasks – it is designed to give an overall view of the job and not to indicate what the sole requirements are for the post. Post holders will be required to perform other related duties as assigned.</i></p>		

DIMENSIONS:

Supervisory Management:

Supervise and support project staff, volunteers, work experience students and apprentices as required. Support contractors on and off site as required.

Financial Resources & Responsibilities:

- Head of Museums, Collections and Heritage is cost centre manager. Post holder has delegated responsibility for revenue budgets relating to collections of up to £3,500.

- Responsible for developing and delivering grant applications for projects in the region of £2,000 to £50,000.
- Post holder will help in delivering income targets for the team.

Physical Resources:

Museum collections. Thematic areas; archaeology and natural sciences; art; horse-drawn vehicles and transport; industry and commerce; oral history; the household; hats and headwear. The Museum Curator holds direct responsibility for hats and headwear collections. Equipment includes – display equipment, trolleys, collections toolkit, storage and conservation materials. Two accredited museums – Stockwood Discovery Centre and Wardown House, Museum and Gallery – on-and off-site stores, and associated research, conservation and access spaces.

Work Ethos:

Respect colleagues and work together to achieve high standards of customer excellence in all our work. Work flexibly and positively to achieve the business objectives of the Trust.

Other:

- Able to work across Trust sites to meet business requirements.
- Able to work occasional evenings and weekends to meet business requirements.

Trust Objective:

Our vision is to be an award winning cultural Trust providing exemplary public engagement with arts and culture.

Context:

Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity and our mission is ‘to connect communities through culture’. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. We attract over 200,000 visits per annum to our sites: The Hat Factory Arts Centre, Hat House and Hat Works creative workspace, Wardown House Museum & Gallery and Stockwood Discovery Centre Gardens & Museum. We present multi-cultural and year-round programme of events, exhibitions, workshops and performances. We co-produce activity with our community, partners, Museum Makers volunteers and team of cultural experts. We support creative talent and skills by providing opportunities, platforms and cultural career progression for over 15000 young people. We care for a collection of over 90,000 museum objects and 1.5 million photographs and maps. We hold the most extensive and complete hat and headwear collection in the UK and the best collection of Ian Hamilton-Finlay sculptures in England. We own and care for listed heritage sites, buildings and gardens and we are committed to the adaptive re-use of heritage for cultural purposes and community use. As a charity, we are able to use our valuable core funding from Luton Rising and Arts Council England to lever additional funding into cultural activity in Luton, heritage care and conservation and in celebrating our diverse communities through culture.

Trust Responsibilities:

Post holder will ensure they deliver against the agreed Trust Responsibilities as set out in the **Team Responsibilities Grid** at all times.

Trust Standards:

Post holder will operate at a **Professional Standard** as outlined in the **Trust Standards Grid** at all times.

Working Environment:

Museum collections are located over multiple sites within Luton. Stores are crowded and narrow making physical access difficult. Moving items involves reaching, twisting, bending and use of ladders. Items and equipment are moved up and down stairs on a regular basis, some staircases being narrow and steep.

Equalities:

The postholder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect The Culture Trust's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

Person Specification

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of collections development and research, including public and academic/sector engagement.	1,2	Experience in managing and monitoring of budgets	1
	Experience of liaising with visitors, providing excellent customer service	1,2	Experience in developing grants and fundraising	1
	Experience of interpretation and display, and the curation of permanent and/or temporary exhibitions	1,2	Experience of collaborative or participatory curatorial practice	1,2
	Experience of staff or volunteer management	1		
Skills/Abilities	IT skills, able to use Microsoft packages effectively	1		
	Organisational and prioritisation skills, able to manage heavy and conflicting demands	2		
	Able to adapt communication style to a wide variety of audiences	2		
	Able to work collaboratively with multiple partners and stakeholders	1,2		
Equality Issues	Understanding of equalities issues and legislation, able to relate this to service provision and the quality of experience for visitors	1		
Specialist Knowledge	Academic/curatorial knowledge within at least one thematic area encompassed by the museum collection	1,2	Understanding of health and safety issues relating to care of collections	1
	Knowledge of Collections Management Systems and their use within museums	1		
Education and Training	Relevant post-graduate qualification or equivalent work experience	1, 4		
Other Requirements	Able to work across Trust sites when necessary to support other teams, to meet the business requirements of the organisation	1		
	Able to work evenings and weekends as required	1		

(1 = Application Form 2 = Interview 3 = Proof of Qualification)

NB: This job description reflects the requirements of The Culture Trust. The role and duties of the post are subject to change in line with the future development of The Culture Trust. The Culture Trust reserves the rights to make such changes as are necessary and any changes required will be discussed with the postholder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that The Culture Trust's policies are reflected in all aspects of their work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulations (2018)