



Cumberland Council

Post Specification

Date	06/03/2024
Post Group Number	8193
Post Title	Curator
Job Family	Regulation and Technical
Job Family Role Profile	RT10
Final Grade	Grade 10

To be read in conjunction with the job family role profile

Service Area description

Location: The Beacon Museum

Responsible To: Learning and Exhibition Engagement Manager

Main Purpose

To be responsible for the management of the collection through preservation, acquisition, storage, display and conservation.

To maintain accreditation standards including the management of policies, collection documentation and submitting accreditation returns with the approval of the Museum Manager and the Director of services.

To display the museum collection to create innovative and engaging exhibitions and refresh galleries.

Key job specific accountabilities

1. To be responsible on a day to day basis for the preservation, storage, conservation, emergency, response, display and interpretation of Copeland Borough Council's Copeland and Beacon museum collections.
2. To be responsible for environmental monitoring of the collection and to conduct regular checks of the museum collection. To identify and reduce potential hazards and to achieve the highest standards for the museum displays.
3. To update and ensure the documentation, accessioning and cataloguing of the collection using the MODES database.
4. Collaborate with other departments to write funding bids with the aim of increasing income, negotiate loan item, external loans and the accompanying funding.
5. Actively seek to improve the museum's collections documentation, including continuing the work to digitise the collection to provide better access to and understanding of collections objects.
6. To be responsible for maintaining accreditation standards through collection documentation and management of the collection and to assist the Museum Manager and Director of Services to retain full museum accreditation.
7. To support the Learning Team with delivery of formal and informal engagement sessions, youth engagement including Social Inclusion and Social Prescribing.
8. Plan and submit costings for future recommendations for the collection and forecast and report on expenditure of collections budget.
9. Display objects and collections in a way that makes them accessible and engaging to the public.

10. To be responsible for the collections enquiry service by answering enquiries from visitors, clients and stakeholders in person, by phone, email and by written request.
11. To assist in the development of marketing and promotional plans by writing materials and articles for social media, including internal and external case studies.
12. To support in the on-going development of a commercial operating model for the museum in collaboration with Sellafield Ltd and to network and represent the museum with other museum professionals and other appropriate bodies.
13. To work with community groups and local providers, as well as grant funding bodies to secure sponsorship for events, publications and development projects through partnership.
14. To assist in the sourcing and hire of temporary exhibitions. To curate and write interpretation content when required.
15. To support the implementation of the museum's overall policies and planning and contribute to the annual review of the museum's forward plan and business plan.
16. To be responsible for the management of the Copeland and Beacon Collections following procedures laid down in the Collections Management Plan.
17. To be responsible for processing new acquisitions or collections to the museum in accordance with the acquisition policy.
18. Act as key holder and Duty Manager as required including out-of-hours, activities including evening lectures, or events. Conduct guided tours of the museum for group visits as and when required.
19. To actively assist in the introduction of new systems and techniques to generate improved ways of working. Support the recruitment, training and management of volunteers and staff members.
20. Actively seek CPD, and keep up with current developments in Curatorial theory and practice.
21. To contribute to the evaluation and monitoring of the museum.
22. To be involved, as appropriate, in the event of emergency situations occurring within the Borough. To observe the Museum and Organisational policies on health and safety, IT and HR (and others as necessary). Follow instructions and procedures to comply with relevant statutory requirements.
23. Responsibility for on loan objects whilst in the care of the Beacon Museum.
24. All Employees have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Employees must co-operate with employers and co-workers to help everyone meet their legal requirements.
25. Responsibility for the care, conversation, installation/deinstallation and storage of objects within Exhibitions and gallery spaces.
27. To assist the Customer and Visitor Experience Manager in the formulation of Collection Policies.
28. To be responsible for the ongoing digitisation of the Copeland and Beacon Collections.
29. Any other duties that are required as per business need

4. CONTACTS

Internal: Staff within the organisation and collaborative external partners.

External: Members of the public, local media, other Museum personnel locally, regionally, or internationally, Collection Managers network, Cumbrian Curators and Collection Managers Network, Cumbrian Coastal Learning Network Cumbria Museums Consortium, Museum Development North-west, Friends of the Museum.

5. SPECIAL FEATURES

Must be able to work flexible hours on a rota basis to ensure smooth operation of the building.

Will be required to work some Bank holidays, evening and weekends.

Must be prepared to dress in corporate wear when appropriate and which will be provided.

Hours of work: 37 hours within a 7 day rota.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	None
Staff Management Responsibilities	None
Other	<i>Assists with management of volunteers</i>

Essential Criteria - Qualifications, knowledge, experience and expertise

Degree or Diploma in related subject.
Knowledge of Museum Accreditation standards.
Preservation and Conservation Collection knowledge.
Knowledge of ICT especially Microsoft Office.
Assist with general public in a professional and courteous manner.
Good interpersonal communication skills.
Ability to demonstrate organisational ability of resources, objects and data.
Must hold a current driving licence.
Must have business insurance on own vehicle.

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
 - DBS Basic

Job working circumstances

Emotional Demands	Flexible hours on a rota basis
Physical Demands	Manual Handling, Installation of displays and artifacts.
Working Conditions	Restricted spaces

Other Factors

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