



POSITION DESCRIPTION - Collections Manager

The Collections Manager reports to the Museum Director.

Salary band £35,000 - £45,000

The Collections Manager will join a small, dedicated staff and an enthusiastic team of committed and expert volunteers.

The successful applicant will be responsible for the collections management practices for the museum's collection and archive (including documentation and conservation) in compliance with SPECTRUM standards.

They will maintain a strategic overview of the profile and character of the museum's collection and provide curatorial leadership with respect to research, exhibitions and education.

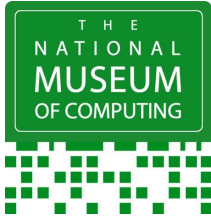
They will partner with the technical staff and volunteers responsible for ongoing serviceability of our working exhibits to protect the curatorial value of those exhibits to the museum.

The position is a permanent full-time role.

The Collections Manager will be expected to work at the museum during the core working hours 09:30 to 17.30. On occasions weekend working will be required with time off granted in lieu.

Key responsibilities and tasks:

The museum has an ambitious Forward Plan for the next three years and within that plan are several areas of responsibility and specific projects for the Collections Manager. The successful applicant will be expected to develop and negotiate a detailed staged programme of work, which would be expected to take 3-5 years, to deliver the desired outcomes with the Museum Director and Trustees. We recognize that the Collections Manager will need additional support beyond the current staff and volunteers and will therefore expect the Collections Manager to partner with the Museum Director in securing donation and grant funding to hire temporary staff and engage consultants as appropriate.



RESPONSIBILITY	TASKS
<p>1. Collections development, management and research</p>	<ul style="list-style-type: none"> • Lead the development and implementation of a plan for the long-term rationalisation, conservation and development of the museum's collection in terms of acquisition, disposal and conservation strategies. • Lead regular review of the museum's collections policies. • Ensure compliance with SPECTRUM standards for the registration, documentation and management of the collection, including preservation and conservation activities. • Convene and chair regular meetings of the museum's Acquisitions and Disposals committee. • Partner with the technical staff and volunteers responsible for ongoing serviceability of the working objects in our collections. Jointly put in place appropriate maintenance and conservation practices to protect the curatorial and educational value of these objects. • Lead programmes of work for conservation of objects in the reserve collection. • Lead a project to catalogue and rationalize the museum's Archive. • Lead a project to fully digitise the museum's collection database, with the dual aim of improving the efficiency of collection management and providing online access to the collection. • Manage the museum's Technical Library. • Assess and manage requests for external loans from the museum's collection. • Manage loans into the museum from external sources. • Manage research access to the collection and archive, record research queries serviced.



<p>2. Support museum activities</p>	<ul style="list-style-type: none"> • Support the Museum Director in using the museum’s collection to support new exhibitions, temporary exhibits and other events. • Support the Learning Manager in delivery of the museum’s learning programme through access to the handling collection and other objects.
<p>3. Develop strategic partnerships</p>	<ul style="list-style-type: none"> • Initiate and maintain strategic alliances with other museums, cultural institutions, community groups, universities, and other stakeholders to promote research into, use of and access to the collection and archive. • Develop a network of technical experts from museum trustees, staff and volunteers, The Computer Conservation Society, other museums, universities, enthusiast groups etc to enable the museum to respond to research queries. • Develop network of conservation experts to support conservation activities in the collection and archive.
<p>4. Working with volunteers</p>	<p>Work with the volunteers to:</p> <ul style="list-style-type: none"> • Manage volunteer participation in collections management activities. • Ensure volunteers understand and apply SPECTRUM standards. • Ensure volunteers have the appropriate level of skills and training for collection management tasks they undertake.



<p>5. Administration and general organisational responsibility</p>	<ul style="list-style-type: none">• Share relevant information with staff and volunteer colleagues and contribute to effective internal communication.• Seek external funding for and manage delivery of curatorial and archival projects, including managing hired consultants, contractors etc.• Create and manage museum studies student intern projects aligned with curatorial needs and priorities.
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Qualifications

- A degree in museum studies or a relevant discipline is desirable but not essential.

Experience

- Demonstrated experience in collections management. Experience of collections management for technology collections is desirable, but not essential.
- Demonstrated experience planning and managing projects.

Knowledge and skills

- In depth knowledge of SPECTRUM standards.
- Experience of using Collective Access or similar collection management software.
- Ability to communicate and manage good working relationships with volunteers.

Application

Applicants should write in the first instance to the Museum Director by 14 October explaining their interest in and relevant background for this post, together with a career resumé. Short-listed applicants will be advised in writing by Monday 21 October 2024 and subsequently invited for an interview.