|  |  |
| --- | --- |
| **Post title:** | Assistant Museum Curator (Harrogate) |
| **Grade:** | H |
| **Responsible to:** | Lead Museum Curator |
| **Staff managed:** | Manages a team of staff and volunteers |
| **Directorate:** | Community Development |
| **Service:** | Culture & Archives |
| **Job family:** | **P&T - Professional & Technical** |
| **Date of issue:** | November 2023 |

|  |
| --- |
| Job context |
| The Assistant Museum Curator roles are key posts within a new Culture & Archive Service, created from the 8 legacy councils within the North Yorkshire County, who have now combined to form North Yorkshire unitary council. The Service also sits within a newly formed Community Development Directorate alongside Economic Development, Housing, Planning, Leisure, Libraries and Major Venues/Events.  Our new organisation recognises and wants to build on North Yorkshire’s natural capital, strong local economy, and resilient communities, to improve the way local services are delivered and to support a good quality of life for all.  The Culture & Archives Service contributes to all five North Yorkshire Council key themes of place and environment, economy, health and wellbeing, people, and organisation; and through legacy council culture and archives teams who have been embedded in many North Yorkshire communities, the new service also occupies a unique position to deliver on the four locality working pillars of local services and access; local accountability; local action; and local empowerment.  The Culture & Archives Service is divided into three main branches: Creative & Cultural Hubs – our physical creative, cultural and heritage buildings, and collections; Archives & Records Hub – our extensive county-wide archives and records collection; and Creative & Cultural Communities – our community outreach, sector support, major projects and interventions and co-creation/place-shaping work.  Assistant Curators will sit within our Creative & Cultural Hubs branch and are responsible, with the Lead Museums’ Curator for managing the care of our museum collections located in Skipton and Harrogate, as well as public access, research projects and volunteer engagement – working in alignment with one another, and with the Cultural Venues Manager, Visitor Experience Supervisors, Exhibitions Curators, and the Creative Engagement Coordinator.  Though the majority of community-based projects, initiatives and sector support will be looked after by the Creative & Cultural Communities branch, all three teams within the service will naturally work collaboratively across various strands of activity including, but not limited to: community engagement, education, accessibility & cultural entitlement, place-shaping and tourism – maximising use of our cultural hubs and physical assets as part of this delivery. |

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | **Job Purpose:** | **The main purpose of this role is to provide specialist care of the NYC museum collections located at The Royal Pump Room Museum and Mercer Art Gallery in Harrogate, and the Courtroom Museum at Knaresborough Castle, along with facilitating public access to the collection, organising museum-related audience development activity; and in collaboration with the Lead Museums’ Curator, offer curatorial advice and ensure policies and procedures are followed in line with accreditation standards.**  **The postholder will also undertake research related to collections, and creative thinking to develop public engagement opportunities with the Harrogate collections, as well as our broader heritage across North Yorkshire.** | |

|  |  |
| --- | --- |
| Strategic management | * Contribute knowledge to development of appropriate strategies, policies and procedures that provide structure to delivery of museum services. * Support the development of the service through collaborative creative and innovative projects, including contributing to the preparation of external funding bids where appropriate. * Develop and maintain strategic partnerships with external organisations and partner museums for the benefit of our service delivery. * Under direction from Lead Museums’ Curator, contribute to curatorial advice and support for smaller/volunteer-run museums in North Yorkshire. * Contribute knowledge and expertise to development of a Forward Plan geared to the objectives of the museums and collections. * Participate in assessment of new acquisitions in line with the Acquisitions Policy. * Carry out Collections audits, surveys, and research into the Harrogate collections. * Help to develop service area implementation plans for the Council’s commitments within the North Yorkshire Cultural Strategy. * Personally, and through team members and volunteers deliver the targets set down in the service and team plans, monitoring and addressing under performance. * Contribute to the development of new ways of working that maximise efficiency and effectiveness. |
| Operational Management | * Work with the Education Officer to provide curatorial support for development of education resources related to museum collections. * Ensure all collections documentation is maintained through the MODES database. * Participate in the management or support of externally funded projects where appropriate. * Ensure care and interpretation of collections is of a professional standard. * Ensure staff and volunteers within direct line management are meeting professional standards. * Ensure museum collections are accessible by taking a customer focused approach to provision of high-quality service delivery. * Undertake preventative care of collections through regular maintenance processes. * Be aware of/identify conservation needs within the collection and work with Lead Museums’ Curator to agree on courses of action, external fundraising (where appropriate) and facilitation of conservation projects. |
| Resource Management | * Work with Visitor Experience Coordinators and Cultural Venues Lead to ensure staffing provision to support delivery of relevant service areas and projects. * Carry out people management issues such as recruitment, development, and absence management, setting targets, providing feedback on performance, and effectively addressing development and learning issues, where appropriate. * Ensure museum is correctly resourced in terms of collections care equipment and materials, and that volunteers/staff have equipment required to carry out their tasks. * With museum colleagues and wider team, develop and maintain an innovative and responsive approach to the management of resources having regard to the need for economy, efficiency, and effectiveness. |
| Communications | * Be responsible for high standards of written communication and report writing within the service where necessary. * Demonstrate commitment to customer care by ensuring regular communication, visibility and feedback to service users and front line staff/volunteers. * With museum colleagues, provide responses to enquiries relating to the Collections. * Work with the Creative Business Development Manager & Officer to contribute to service representation and development. * Develop and maintain key relationships with external partners. * Participate in promotion of the Council’s priorities, policies and Corporate Plan within the service and externally. * Work closely with colleagues to understand the customer journey across NYC Culture & Archives services and make contributions to improvement of the customer experience. * Manage challenging situations effectively and pro-actively within the team to improve the performance of staff and/or volunteers by maintaining communication and providing the appropriate support and guidance. |
| Systems & Information | * Ensure attendance and evaluation data relating to engagement with museums is collected in accordance with GDPR guidelines and is available to contribute to internal service and performance reports, and external grant funding reports. * Use relevant IT systems and tools to support the management, delivery, and development of service areas within scope of responsibility, ensuring records are accurate and current. * Ensure government guidance and legislation are adhered to in a manner consistent with good practice. |
| Safeguarding | * To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. |

|  |  |
| --- | --- |
| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Significant practical experience in a related field. * Experience working with accredited museums/collections. * Up to date knowledge of the museums and heritage sector. * Understanding of the strategic importance and impact of arts and heritage activities to individuals and communities in relation to health & wellbeing, quality of life, education/creative careers, and sustainable, economic growth. * Awareness, knowledge and adherence to Information Governance/Data Protection principles. * Awareness and knowledge of Equality legislation. * Awareness and knowledge of Health and Safety legislation. * Awareness and knowledge of Customer Care initiatives. * Awareness and knowledge of safeguarding responsibilities. | * Evidence of Continued Professional Development in a relevant field. * Knowledge of Local Government. |
| Occupational Skills   * Care of mixed museum collections. * Resource management and application. * Demonstrable background of solution-focused approach to challenges. * Development of excellent working relationships and partnerships with a variety of individuals and organisations. * Experience working with collections management systems, preferably MODES. * Ability to engage diverse groups of stakeholders including communities, customers and organisations. * Ability to carry out collections research and fieldwork where appropriate to the role. * Experience of planning a range of activities to engage public visitors with museum collections and wider heritage. | * Ability to create, manage and sustain effective partnerships and networks. |
| Behaviours  [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |  |
| Professional Qualifications   * Degree level or equivalent qualification or experience in a relevant discipline. | * Post-Graduate qualification in a relevant field. |
| Other Requirements   * Ability to travel across the County * Ability to attend meetings outside of normal business hours |  |

|  |
| --- |
| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |
|  |
| Structure |
|  |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.