**Stourbridge Glass Museum**

**Job Title:** Curator & Projects Officer

**Salary:** £16,600 3-year fixed term contract

**Hours:** 26 hours per week on a flexible basis to include weekend and evening duties

**Location**: Stourbridge Glass Museum & Himley Hall (stored objects)

**Reporting to**: Museum Director

**Purpose of Job**

The post holder is responsible for delivering the Museum's curatorial and temporary exhibitions programme. Excellent curatorial skills will be required to provide documentation, conservation and research required for the Dudley glass collection. A strong desire to engage local people in the curatorial process is required, including outreach, working with volunteers and ensuring that the NLHF activity plan is embedded within the curatorial projects programme.

**Key Accountabilities**

* To deliver the Museum’s curatorial duties both on site and for items in storage, upholding national standards of collection care
* To work in partnership with other Museum staff, volunteers, partners, designers, artists and arts organisations to create an engaging programme of permanent and temporary exhibitions
* To assist the Museum in reaching out to the local community through outreach, co-curation, public engagement events, talks and tours
* To assist the Museum Director by creating a collecting policy for acquisitions by the BGF, and completing all administration tasks relating to it to Accreditation standards
* To assist the Museum Director by creating a temporary exhibitions policy, and using this, to establish and run an engaging exhibitions programme to the end of this contract, ensuring exhibitions are delivered on time and on budget

**Main duties and responsibilities**

* Assist the Museum Director in establishing collecting and exhibitions policies for the BGF to meet Accreditation standards
* Assist the Museum Director to create a world-class permanent exhibition at the museum. Take a hands-on approach, use the database, refine object lists, gather research for interpretation and pack stored objects for display.
* Work with trustees and Museum staff to attain Museum Accreditation status
* Ensure the DMBC glass loan collections on site and in store are appropriately managed and documented in accordance with the DMBC and BGF Loan Agreement; also ensuring any other loan items held by the museum are managed in line with related loan terms and agreements
* Ensure items on loan and received as loans are fully documented, insured, condition checked and updated on the database
* Deliver a high-quality visitor experience through ensuring the temporary museum displays remain well-maintained, changes are made on a planned basis and through creating and managing an engaging programme of events, temporary exhibitions and/or installations
* Research the collection (currently in storage), working with staff, trustees, volunteers to identify and agree priority themes, opportunities for community engagement, and co-curation
* Develop good local and sector networks acting as an ambassador for the museum, enhancing its reputation and profile within the local community as well as nationally and beyond
* Undertake income generation activities within the programme to meet income targets, and increase earned income through the sale of tickets and publications, and write and submit grant applications to support the programme
* Supervise contractors, technicians, suppliers, consultants, artists and performers
* Provide progress reports for Trustee meetings and grant funders as required and ensure accurate record keeping related to all aspects of project delivery

**Other Tasks:**

**Duty Manager and Site Presentation**

* Share the role of Duty Manager with other paid staff, to ensure consistent cover at all opening times and events, including weekends and evenings
* Ensuring the Museum is well presented to visitors and monitor the welcome given by volunteer Visitor Assistants and Tour Guides

**Customer Care**

* Promote the highest standards of Customer Care and ensure that all staff and volunteers have the information to enable them to deliver an excellent service to visitors
* Assist the day-to-day provision of facilities and care for special needs visitors, the disabled and children

**Marketing/Promotion/Evaluation**

* Help organise the delivery of promotional events
* Create links with other heritage sites in the area
* Help deliver the evaluation programme including visitor surveys as required

**Volunteer Management**

* Be responsible for the day-to-day management of the volunteers in areas covered by your duties

**Health and Safety/Security and Fire Prevention**

* Create risk assessments for all curatorial activities and contribute to maintaining a safe working environment for staff, volunteers and visitors
* Follow all recommended fire-prevention and security regulations procedures and practices

**General**

* Carry out such additional duties as shall be reasonably requested by the Museum Director
* Co-operate fully with other staff, volunteers, trainees and tenants at the site

**Required Skills, Experience and Knowledge:**

**Skills**

**Essential**

* Leading, developing and coaching staff and volunteers
* Good project management skills and experience
* Exceptional interpersonal and communication skills both written and oral, and via website and social media
* Sound ICT skills
* Self-motivated, able to work on own initiative and as a team member
* Ability to work flexibly and prioritise a diverse workload
* Strong networking and stakeholder management skills
* High level problem solving and innovation
* Attention to detail

**Desirable**

* A driving licence is desirable as this post will be based both at Stourbridge Glass Museum and the object store at Himley Hall.

**Experience**

* A background in museums, arts or archives with a good understanding of collections management and interpretation
* Curatorial experience relevant to managing, developing and interpreting applied art collections, preferably including glass

Experience of delivering a high-quality visitor experience and managing volunteers

* Experience of developing and delivering engagement programmes in a relevant setting

**Knowledge**

* A degree and/or relevant professional qualification
* Curatorial and conservation practices in an applied arts (preferably glass) context
* Knowledge and experience of delivering a programme of permanent and temporary exhibitions
* Proven ability to meet deadlines and to write accurate and timely reports
* Knowledge of collection care, collection management databases, conservation and the built environment
* Understanding of Equal Opportunities