

Wirral Council: Job Role Descriptor

Job Role:	Curator
Service:	Museums
Reports to:	Museums Manager
No. of Subordinates:	Exhibitions Assistant (D), Schools Resources Officer (F), Digital Engagement Officer (F), Registrar (E)
HR USE ONLY	
Job Role Ref:	C&C0044G
Job Family:	Commissioning & Commercial
Grade:	Band G

JOB ROLE PURPOSE

To deliver an exciting and engaging exhibition programme that showcases the best of local artists and makers and creates high quality cultural engagement opportunities for residents and visitors.

To have primary responsibility for the care and display of Wirral Museums collections.

KEY TASKS

1. Responsible to the Museums Manager for translating the objective 'Contribute to the growth of the visitor economy by delivering an exciting programme of exhibitions and events' into an exhibition programme with supporting events.
2. Develop an exciting exhibitions programme and communicate the vision for the exhibitions (both collection displays and brought-in) to staff, volunteers and public to create 'buy-in' and understanding of the aspirations for the programme.
3. Monitor environmental conditions within museum buildings to ensure suitability and monitor the condition of work in museum collections, both on display and in store.
4. Where appropriate, commission conservation on items in Wirral Museums collections.
5. Line management of collections staff including oversight of work programmes and mentoring junior staff to support their professional development.
6. Identify and negotiate loans for exhibitions.
7. Have oversight of the on-going collections research, contributing directly where it supports exhibition development and interpretation.
8. Responsible for managing the on-going programme of increasing collections' accessibility including the roll of public access to MODES.

9. Contribute to dissemination of information about exhibitions and collections in writing or verbally in talks, events, films or other way deemed appropriate.
10. Propose individual items for acquisition or areas for development of the Wirral permanent museum collection, including acquisitions by purchase, bequest or gift and appropriate loans, in line with the Collection Development Policy.
11. Responsible for managing the budgets associated with exhibitions and collections care.
12. Support the Museums Manager in the strategic planning for the Service and preparing Accreditation documentation.
13. Deputise for the Museums Manager when required.
14. Undertake any specialist and/or general training as required by the post.
15. If required, act as courier for items from Wirral Museums collections, overseeing their transport and handling while on loan.
16. Respond as practicable to emergencies affecting Wirral Museums collections on all sites.

KEY RESPONSIBILITIES

People

Responsible for the line management of the collections and engagement including staff performance and absence management, grievance, discipline and capability.

Financial

Responsible, and accountable to the Museums Manager, for budgets associated with the exhibitions programme and collections care.

Be proactive in applying for grants etc to support the exhibitions programme and collections care. Be responsible for the management of any resulting budgets and any necessary reporting.

Work with the Museums Manager to support the financial reporting requirements for the Council.

Strategic

Work with the Museums Manager on the development and delivery of the strategic plans for Wirral Museums Service and their contribution to the achievement of wider strategic plans for Wirral.

Be responsible for the achievement of key strands with the Service Plan.

Resources

Be responsible for the management and care of the collections, ensuring compliance with all relevant national standards.

Be responsible for the management of exhibition resources, ensuring compliance with health and safety requirement for their use.

Planning and Organising

Plan the development and implementation of the exhibition programme including the co-creation of specific exhibitions with groups of Wirral residents.

Organise the staff and resources to hang exhibitions, including scheduling print and catalogue production.

Liaise with the Digital Engagement and Schools Resources Officers to enable the timely development of supporting resources.

Decision Making

Be responsible for decisions on the contents of the exhibition programme, loans to support it, the promotion of it and the events that will support it.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- Relevant degree or equivalent
- Relevant museums qualification

Knowledge & Skills:

- Knowledge and understanding of Accredited Museum standards
- Knowledge of SPECTRUM standards for museum documentation
- Knowledge loan agreements and requirements

- Demonstrable knowledge of at least one of the key collections of Wirral's arts or museum's collections
- Track record of hanging exhibitions and displaying museum artefacts
- Excellent verbal and written communication
- Excellent IT skills

Experience:

- Experience of planning a varied and engagement exhibition programme
- Experience of planning a supporting events programme
- Experience of budget management
- Experience of staff and volunteer management
- Experience of using collections management systems

Desirable Criteria

Qualifications:

- Post graduate qualification in relevant subject
- Post graduate qualification in Museums Studies

Knowledge & Skills:

- Knowledge of preventative conservation
- Knowledge of collections management software, including the public facing aspects
- Knowledge of the growing democratisation of gallery spaces, including co-production practices for the creation of engaging exhibitions.
- Willingness to acquire specialist knowledge of Wirral Museums collections

Experience:

- Experience of working with a diverse range of community groups to create exhibitions
- Experience of integrating museum collections into art exhibitions.
- A track record of securing external funding.

ADDITIONAL WORK ELEMENTS

Willingness to work evenings and be on-call at weekends on a rota basis.

NOTE:

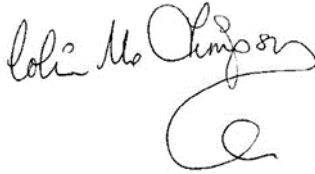
The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive

statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

A handwritten signature in black ink, appearing to read 'Colin McQuinn', with a large, stylized flourish at the end.

Date 29-03-2021