



Museum of  
Cambridge



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<b>Job Title</b>	<b>Collections Officer</b>
<b>Hours per week</b>	37.5 (Flexible working to meet the needs of the post)
<b>Responsible to</b>	Development Manager
<b>Responsible for</b>	Volunteer team and Community Curators
<b>Contract</b>	This is a project-funded fixed term contract for 2 years
<b>Project</b>	<i>Museum of Cambridge- Museum Making</i> , funded by NLHF
<b>Salary</b>	£25,000 per annum

### **Purpose of job**

Working closely with the Development Manager, the post-holder will be responsible for implementing a programme of work that will review, rationalise and revitalise the collections to meet Accreditation standards, as well as facilitate the design of a range of community-curated exhibitions, leading to the revisioning of the museum displays.

We anticipate that the role will share the time between three strands of The National Lottery Heritage Fund *Museum Making* Project. Please ask to see a copy of the submission document for more information; [sally.page@museumofcambridge.org.uk](mailto:sally.page@museumofcambridge.org.uk).

- Audience development: 0%
- Co-curated interpretation and exhibitions: 30%
- Collections development: 60%
- Options appraisal and fundraising: 10%

### **Principal Tasks and Responsibilities**

1. Undertake an audit and appraisal of the Museum collections to identify a work programme that will address collection management needs and areas for acquisition and disposal
2. Undertake an audit of current Museum interpretation and develop short-, medium – and long- term plans for development, working closely with the Development Manager and key stakeholders including volunteers and members of the public.



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3. Supervise an enthusiastic and growing collections volunteer team to continue to embed high standards of collection management in the Museum
4. Support Community Curators team, working with the Activities and Outreach Coordinators, to ensure effective engagement in the selection of Museum content
5. Work with the Activities and Outreach Coordinators to develop community-curated temporary exhibitions on and off site and consider how these may be embedded in future interpretation design
6. Work with the consultant/s engaged to undertake the options appraisal and feasibility study to identify content for long-term Museum development
7. Oversee the creation of accessible and well managed storage areas, ensuring that environmental conditions and security measures are in place to acceptable standards
8. Support the Development and Operations Managers with day to day operation of the Museum
9. Ensure all supervised volunteers and members of the public are aware of relevant Health and Safety and Safeguarding considerations, and ensure the implementation of appropriate risk-reduction measures.
10. To be a key holder and act as Duty Manager of the museum on a rota shared with other staff members, contributing to the safe and successful opening of the Museum.

Any other duties that can be reasonably required and are compatible with the nature of this job description.

Please note, this role may require some lone working.



**Personal specification**

<b>Skills and Experience</b>	<b>Essential / Desirable</b>
Educated to degree or equivalent qualification or experience	E
Experience of managing a museum collection, with a strong working knowledge of best practice in this area	E
Experience of designing new interpretation for museum displays	E
Able to demonstrate supervisory skills	E
Able and effective communicator, both in oral and written communication	E
Good interpersonal skills, able to work with people from a variety of backgrounds	E
Able to work independently and as part of a dynamic and diverse team of staff, trustees, volunteers and consultants	E
Experience of working with volunteers, especially in collections-based activity	E
Excellent IT skills, including using Office 365 or similar cloud-based systems, as well as web-editing software such as WordPress. Familiarity with collections database(s)	E
Able to work evenings and weekends as required [TOIL will be allowed for hours worked outside of core hours]	E
Prepared to undertake lone working when required.	E
Commitment to managing Health and Safety and Safeguarding risks	E
Experience of working in a small- or medium-sized charitable trust	D
Experience of organising pop-up exhibitions in community spaces	D



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Museums/collections management qualification or equivalent working experience	D

### To Apply

Please email [louisa.trivett@museumofcambridge.org.uk](mailto:louisa.trivett@museumofcambridge.org.uk)

- your CV (no more than two A4 sides)
- a cover letter (no more than two A4 sides)
- the closing date for applications is 18.00 on Thursday 27th August.

[www.museumofcambridge.org.uk](http://www.museumofcambridge.org.uk)

*If we receive a large number of applications, we may regrettably not be able to respond to every applicant. If you have not heard from us within 14 days of the closing date please assume that you not been shortlisted on this occasion.*

August 2020



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## About the Museum of Cambridge

### Our Vision

*The Museum of Cambridge: sharing stories from the ordinary to the extraordinary.*

### Our Mission

The Museum of Cambridge is a unique, historic space where visitors can discover and celebrate the social history and diverse stories of Cambridge and its surrounding areas.

We continue to preserve and interpret a dynamic collection to unlock the past for present and future generations. Connecting communities, we provide a sense of place, identity and heritage.

By building a resilient and sustainable organisation, we will:

- Create an enjoyable and engaging visitor experience for all our users, while also increasing our visitor numbers.
- Connect with and strengthen the bonds between the varied communities in Cambridge and surrounding areas.
- Contribute to local knowledge, understanding and skills, using the collection and other museum resources.
- Attract families, the broader local community and visitors to the city.

### Background Information

The Museum of Cambridge is an independent Trust and Company limited by guarantee, number 412205. Our Museum is one of only four independent museums in the city of Cambridge to operate as a registered charity, number 311309.

Our Museum is in an historic timber framed building and situated on the corner of Castle Street, in one of the oldest parts of the city of Cambridge. Formerly known as the Cambridge and County Folk Museum, we adopted the new name of Museum of Cambridge with the formal approval of the Friends of the Museum in February 2014.

Founded as a result of the hugely successful Festival of Olden Times held in the Cambridge Guildhall during 1933, Sir Cyril Fox declared our Museum open on 3 November 1936 at a ceremony attended by town and University dignitaries.



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This is an exciting opportunity to join a dynamic team of staff, trustees and volunteers to support the continued development of the Museum of Cambridge. The Museum collection represents over three hundred years of Cambridgeshire history in the former White Horse Inn. It is an eclectic collection including household objects, childhood toys, paintings, agricultural equipment and much more.

The Museum has a small team of staff that are supported by around 80 volunteers and welcomes approximately 10,000 - 12,000 visitors per year. There is a permanent collection, a programme of exhibitions and a series of community outreach projects.

### **Further Details**

- The Museum of Cambridge values diversity and is committed to equal opportunities
- The Museum of Cambridge is an inclusive employer
- The Museum of Cambridge has a responsibility to ensure that all employees are eligible to work in the UK. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.
- Offers of employment will be subject to the receipt of two satisfactory references
- Staff will be automatically enrolled into a pension scheme with The Creative Pensions Trust.
- Staff are eligible for 28 days paid annual leave per calendar year (pro rata)