

# Job Description



<b>Job Title:</b> Heritage Centre Museum Curator	<b>Service Area:</b> Arts, Heritage and Events	
<b>Directorate:</b> Adults and Health	<b>Post Number:</b> TBC	<b>Evaluation Number:</b> 7273
<b>Grade:</b> SO2	<b>Date last updated:</b> May 2024	

## People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

## Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

## Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## Overall Purpose of Job

As Museum Curator, you will directly report to the Heritage Centre Project Manager. You will contribute towards the National Lottery Heritage Fund (NLHF) funded Canning Town Old Library (CTOL) project, by developing a coherent and ambitious way of presenting Newham's existing and new object collections to the public. The object and art collection is predominantly social history from the middle ages to early 20th Century. Within the collection are the Bow Porcelain ceramics and the Madge Gill art works, both of which are of national significance. Collections are stored and not currently on display however public queries and loan requests are met, the CTOL project aims to improve engagement with collections.

You will run projects that aim to identify gaps in the collection, with community members, digitisation and volunteer activities. You will work with external partners and maintain relationships with sector stakeholders to build the reputation of the collection and its care.

## Job Summary

The CTOL project will revitalise and refurbish the now empty and deteriorating Grade II listed Canning Town Old Library, transforming it into a hub for cultural heritage in Newham. You will be part of a team working to deliver the project's targets as well as contributing towards the ongoing development and objectives of the archive and the Heritage Service.

This role will play an important part in the CTOL project. You will work closely with the Project Team who are delivering the project and your work will support them in delivering on the NLHF outcomes:

- A wider range of people will be involved in heritage
- The funded organisation will be more resilient
- Heritage will be in better condition / identified and better explained
- People will have learnt about heritage

The post holder will report to the Heritage Centre Project Manager.

The post holder has no direct line management responsibility.

The post holder has no budget responsibility.

The post holder will be required to work flexibly as required, including some evenings, weekends and the occasional public holidays.

### Key Tasks and Accountabilities:

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

### To undertake all responsibilities listed below:

1. Grow and develop the museum and art collections, including through contributing to a museum collections gaps analysis and creation of a contemporary community collecting plan.
2. Curate existing collection material for engaging public displays at the new borough Heritage Centre, working alongside consultants, community groups, and institutional partners where applicable.
3. Work with local communities in the interpretation of the borough's museum and art collections
4. Contribute towards development and delivery of the Museum Collections Photography Project.
5. Handle collections enquiries from researchers and stakeholders.
6. Manage collection conservation projects as established by the Collections Conservation Plan, as well as maintaining an understanding of the collection's future conservation requirements.
7. Negotiate loans in of museum objects loans and manage any costs arising from this.

8. Catalogue acquisitions and maintain good collections documentation practices.
9. Plan, organise, interpret and present exhibitions and public talks.
10. Collaborate with other project areas such as learning outreach and engagement, communications and development.
11. Deal with and understand computer-generated imagery and website software as part of enhancing visitor interaction and experience.
12. Communicate effectively with voluntary groups, the community and industry (including schools, local history and other community groups), as well as grant agencies to secure sponsorship for events, publications and development projects and where necessary deliver sessions for them.
13. Support the project team in delivery of the NLHF project and actively contribute to the Delivery Phase application to secure the future of the museum.
14. Attend meetings with project governance groups and boards, including the Newham Heritage Month Steering Group, Youth Panel, and project Advisory Group.
15. Represent the Newham Collection on regional and national levels, advocating for the CTOL project.
16. Support work placements

# Personal Specification



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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

## EQUALITY AND DIVERSITY

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## PROTECTING OUR STAFF AND SERVICES

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CRITERIA	METHOD OF ASSESSMENT
<p><b>KNOWLEDGE</b></p> <p>Knowledge of museum and artwork acquisition, cataloguing, and loans standards and processes.</p> <p>Understanding of multiple stakeholder environments, including management boards, governors, trustees and local council and political groups.</p> <p>Understanding of contemporary practices in collecting and curating museum collections.</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>EDUCATION/QUALIFICATIONS</b></p> <p>Museum Studies (MA, MSc, PGDip, PGCert) or equivalent experience (a minimum of 3 years in a collections environment)</p>	<p>Application and Interview</p>
<p><b>SKILLS AND ABILITIES</b></p> <p>Ability to establish and maintain positive working relationships with a range of stakeholders</p> <p>Ability to communicate effectively at all levels, both verbally and in writing, with a range of staff, colleagues, Council officers, Members, customers and outside bodies</p> <p>Ability to interpret and present statistical information</p> <p>Ability to work independently, and to be self-motivated, as well as in a team environment</p> <p>Ability to communicate with excellent verbal reasoning and written presentation skills</p> <p>Ability to be highly organised and able to prioritise diverse workload</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>

<p><b>EXPERIENCE</b></p> <p>Experience of managing loans in and out, including assessing facilities reports and drafting and assessing loan agreements</p> <p>Experience of public facing roles</p> <p>Experience writing collections / disposal policies</p> <p>Writing for diverse audiences, strong written communication skills with examples of previous work</p> <p>Experience of working with community groups and organisations in support of collection development activity</p> <p>Experience of cataloguing onto museum collection management systems</p> <p>Experience carrying out research</p> <p>Substantial experience of researching, planning and producing exhibitions, ideally for both heritage and art collections</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR</b></p> <p>Excellent verbal reasoning and communication skills</p> <p>Organised and able to prioritise diverse workload</p> <p>An appreciation of heritage and its benefits</p> <p>Commitment to diversity and equality</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS</b></p> <p>Willing to work evenings and occasionally outside 'standard' business hours</p> <p>Basic DBS check</p>	<p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage</p>