**Job Description**

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| **Job Title**: Curator of Social History**Reporting To:** Senior Curator, York Castle Museum**Responsible for:** Assistant Curator of Social History, Curatorial Assistant(s)**Salary**: YMT SO1 (SCP 29-31), £27,924 - £29,769 per annum**Contract:** Permanent, 37 hours per week. |
| **Main Purpose of the Job*** To support the Senior Curator of York Castle Museum in building the museum’s position as a leading regional museum delivering excellent, high profile programming.
* To develop, manage, care for, research, and interpret York Castle Museum’s Social History collection.
* To continue the family friendly and visitor focused engagement and programming at York Castle Museum.
* To represent York Castle Museum internally and externally, building its reputation with key partners.
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| **Job Location**The post will be based at York Castle Museum, but the post holder may be required to work at other locations according to organisational requirements.  |
| Core Responsibilities* Lead by example other members of the team, supporting and occasionally deputising for the Senior Curator of York Castle Museum
* Interpret and enable access to social history collections through active research that then translates into a programme of visitor-focussed activity including digital projects, exhibitions and displays, talks and seminars, and publications
* Line manage the Assistant Curator of Social History, ensuring their continuous professional development, and undertake supervision of freelance curators and technicians as well as volunteers and student placements
* Seek and secure additional funding through applications to Trusts and Foundations, and other sources to increase resources available for public programmes, research and collection management in liaison with the Fundraising Manager
* Be an effective advocate for YMT, the History Team, and the social history collections at a local and national level, to special interest groups, and through the development and maintenance of effective partnerships
* Communicate effectively with the media regarding collections and exhibitions, in liaison with communications team
* Ensure that you maintain an active CPD programme for yourself and the team
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| **Collection Management*** Ensure that the collections are developed, managed, cared for, and documented to the appropriate Accreditation standards, YMT policies, and best practice standards.
* Enable access to social history collections through digital, physical, and intellectual improvements working with colleagues in the Digital team, Volunteers and external partners.
* In liaison with the Registrar, ensure loans in and out are managed to appropriate Accreditation standards and YMT policies.
* Ensure collections are handled, stored and treated to best practice standards.

**Collection Development and Research*** Ensure acquisitions to, and disposals from, the collection are in line with the agreed Collections’ Development Policy.
* Ensure research takes place into, and opportunities are developed for the History Team to build excellent knowledge on, the collections to support strategic ambitions, with measurable public outcomes and in line with strategic priorities
* Ensure the History team and partners internally and externally have opportunities to develop the excellence of our knowledge about our collections.

**Programming, interpretation and learning*** Working closely with the Visitor Experience and Volunteers teams, contribute to the delivery of a creative and exciting temporary exhibitions and display programme that refresh and maintain a high-quality visitor experience
* Develop, curate and deliver exhibitions based on specialist knowledge that will contribute to an engaging and updated visitor experience
* Interpret the collection through a programme of visitor-focussed exhibitions, displays, interpretation projects and publications.
* Deliver or contribute to digital interpretation, talks, enquiries, seminars and events working closely with learning colleagues.
* Contribute to our audience’s understanding and enjoyment of social history collections through contributions to the development of formal and informal learning programmes, in liaison with the Learning team.
* Work closely with the digital team to maximise potential of digital interpretation and community engagement at the York Castle Museum.

**Management*** Line Manage the Assistant Curator of Social History
* Co-ordinate and supervise freelance curators and technicians as well as volunteers
* Plan workload and set SMART objectives for direct reports
* Carry out annual performance and development reviews for the team
* Ensure development opportunities and continuous professional development for the History team.

**Fundraising*** Seek and secure additional funding through applications to Trusts and Foundations, and other sources to increase resources available for public programmes, research and collection management in liaison with the Fundraising Manager

**Volunteers*** Work with the Volunteers Manager to devise projects, recruit volunteers, supervise and evaluate projects with the Yorkshire Museum collections, including ‘Hands on Here’.

**Advocacy*** Be an effective advocate for the History team, collections and YMT at a local and national level, as well as to special interest groups.
* Represent the History team in wider forums within YMT.
* Develop and maintain effective partnerships with agreed institutions including regional and national museums, HE/FE organisations and special interest groups as well as forming collaborative projects in line with the Trust’s Forward Plan.
* Communicate effectively with the media regarding collections and exhibitions, in liaison with communications team.

**Continuous Professional Development*** Ensure that you maintain an active CPD programme for yourself and others working in the History team

**Other Responsibilities*** Other duties may be required from time to time which are consistent with the grading of this post.
* Promote and develop equality and diversity in line with YMT Equality Statement.
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| **Key Relationships*** Senior Curator, York Castle Museum
* History Team
* Registrar
* Assistant Curator of Learning (History)
* Visitor Experience Manager, York Castle Museum
* Head of Collections and Curatorial Services
* Digital Team
* Public Engagement Team
* Facilities Manager
* Health and Safety Advisor

**Contacts with*** Yorkshire Museum and York Art Gallery Curatorial Teams
* Marketing and Communications Team
* Fundraising Team
* Finance Team
* Volunteers’ Team
* HR Team
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| **Skills and Experience****Essential*** Degree in appropriate subject, or equivalent experience
* Significant experience of working with social history collections
* Excellent knowledge of the social history of Yorkshire and Britain
* Proven expert knowledge of social history collections
* Significant experience of collections’ management and documentation.
* Experience of exhibition delivery and organisation, working with external designers
* Experience in managing budgets
* A strong commitment to collections’ interpretation and their potential to stimulate audiences.
* Awareness of conservation issues for social history collections
* Experience of working with volunteers
* Excellent communicator with an ability to speak easily in public
* Well-developed ICT skills for documentation, presentation and office tasks.
* Outgoing, personable and team player.
* Problem-solving skills
* Ability to set SMART objectives for self and team members, monitoring performance against them
* Committed to Continuous Professional Development for self and colleagues
* Commitment to equality and diversity and an understanding of how this commitment applies to this role
* YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:

o Digital recording – e.g. photography, sound, videoo Social networking – e.g. twitter, Facebooko Contributing to online communities – e.g. reddit, LinkedIno Blogging or other online publishing – e.g. wordpress, tumblr**Desirable*** Postgraduate qualification, or equivalent experience
* Project management experience and track record on significant projects
* Line management experience
* Published research
* Experience of fundraising
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**Job Title: Curator of Social History, permanent, full-time**

**Terms and conditions of service**

Reporting line

This post reports to the Senior Curator, York Castle Museum

Salary

The salary for the post is YMT SO1 (SCP 29-31), £27,924 - £29,769 per annum.

Probationary period

Appointments are subject to the successful completion of a six month probationary period.

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by the Trust.

Annual leave

The annual leave entitlement is 25 days per annum, increasing by five days after five years continuous service with the Trust, plus public holidays.

Pension

The Trust belongs to the Local Government Pension Scheme and all new employees are enrolled. It is possible to opt out of the pension using forms available at www.nypf.org.uk.

Hours of work

The hours of work are 37 per week.

Period of notice

The period of written notice required for you to terminate this post is 1 month. The Trust will give you 1 month’s notice.