**Job Description**

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| **Job Title**: Head of Collections and Curatorial Services  **Reporting To:** Chief Executive Officer (CEO)  **Pay**: YMT SCP 43 – 46, £41,143 - £44,142 per annum  **Contract:** Permanent, 37 hours per week |
| **Main Purpose of the Job**  To provide leadership that ensure YMT collections and buildings are cared for, developed, researched and used to maximise public benefit and long term conservation for the City and future generations.  To support and lead the curatorial teams across York Museums Trust to deliver excellence in curatorial work and collections care in line with YMT strategy.  To be responsible for the overall management and care of collections, including developing and implementing policies and strategies related to research, acquisitions and disposal, storage and documentation, digitisation and access.  To guide Senior Curators’ visions to ensure distinct and appealing content and character at each venue appropriate to YMT strategy and plans. |
| **Core Responsibilities**  Lead project to deliver a new store to provide appropriate storage for YMT collections and rationalise existing storage arrangements.  Overall responsibility for maintenance of excellent curatorial and collections care and management standards.  Ensure strong curatorial team work across the Trust to support the major development of the Castle Museum. Working closely with the Head of Public Engagement, support curatorial teams to identify themes, issues, subjects and stories for interpretation and displays.  To support the curatorial teams and Senior Curators at each venue to offer the public high quality and engaging exhibitions, displays and experiences based on sound knowledge and good curatorial practice.  To support curatorial teams to deliver exhibitions and events whilst maintaining appropriate collections care and management, representing teams at Senior Management Team and ensuring a good balance between access and collections care.  **Strategy and Planning**  To ensure a strategic approach to the work of curatorial staff including collections care and access, documentation and management, research, exhibition and display development.  Provide leadership and guidance on all matters related to the care and management of the collections buildings and curatorial work in the Senior Management Team, as well as inputting into planning and strategy across the Trust.  Lead the development and timely review of all relevant collections policies including Acquisitions and Disposals Policies, Collections Management and Research policies.  **Management**  To ensure curatorial teams work well alongside other teams to deliver outward-facing results including digitisation, exhibitions and community projects and to lead new ways of achieving curatorial impact working in partnership with teams across the Trust.  Line manage Senior Curators and lead and develop them and their teams, ensuring professional development, ongoing development of specific areas of expertise and succession planning.  Lead staff delivering collections and curatorial projects. Develop team plans setting targets, monitoring progress and aligning individual objectives, that deliver YMT strategy and improve performance and morale of curatorial teams at all sites.  Allocate and manage curatorial, collections and other delegated budgets, reducing costs where possible and maximising efficient use of resources including staff time.  Ensure key deadlines for marketing, design and external partners are met by relevant teams.  Undertake risk assessments where appropriate, liaising with YMT Health and Safety Advisor.  **Advocacy and relationship management**  Represent YMT as a champion to external partners and community organisations, manage partnerships effectively and develop long-term relationships that contribute to our content outputs.  Develop and support the teams to develop effective partnerships with agreed organisations including regional and national museums, galleries and specialist groups as well as forming collaborative projects with Higher and Further Educational organisations including University of York.  Oversee and support liaison with Friends of York Art Gallery, and Yorkshire Philosophical Society by Senior curators; support CEO in representing the organisation to The Anthony Shaw Collection Trust.  Liaise with experts and academics to maximise YMT’s access to sources of excellence and to improve our knowledge of our collections, particularly supporting curators in the management of academic consultation groups for specific purposes e.g. Ceramics Subject Specialist Network and COCA advisory group.  **Collections**  Oversee collections acquisitions and disposals maintaining YMT’s ambition to continue to develop nationally and internationally important collections whilst being realistic about storage and other constraints.  Ensure that all sites retain museum accreditation and that collections are developed, managed and documented to appropriate Accreditation and YMT standards.  Oversee the development of new museum stores, ensuring appropriate relocation, movement and documentation and to plan and manage the relocation and decant of collections associated with a new storage project and capital projects.  Ensure that collections are well cared for through preventative care, improved storage, ongoing conservation work, environmental monitoring and emergency planning.  Ensure appropriate storage for all collections including physical security, appropriate environment and easy accessibility. Lead on planning for conservation of collections.  Manage the Trust-wide programme of retrospective and ongoing documentation, delivering strategic impact that creates better access to collections.  **Audience Development and exhibitions**  To be part of the Programming Group and to oversee proposals from curators to the Programming Group.  Develop and deliver creative and innovative visitor-focussed exhibitions and displays across the Trust. Plan and guide the curatorial teams’ delivery of research, content, object lists and interpretation to deliver exhibitions, working together with the Public Engagement team to maximise strategic and audience impact.  Support curatorial teams to work closely with Public Engagement and other teams to ensure excellent interpretation, display and community engagement.  Ensure all agreed exhibitions deadlines are met, that curatorial teams work to time and budget.  Work with learning and public engagement teams to create greater access to the collections through formal and informal learning and community programmes.  Work with the digital team and support the teams in developing new innovative ways to interpret the collections and deepen the experience and engagement of digital audiences online and in situ.  **Research and Content**  Work with colleagues to increase access to collections onsite, online and digitally to maximise the potential of the collection and through exhibitions, displays, interpretation and digital and physical access ensure that collections are a resource for learning, enjoyment and research.  Plan and deliver a research strategy and programme that delivers against YMT Headline Priorities with measurable public outputs to defined target audiences.  Ensure that interpretation, research and curatorial work embeds equality and diversity into practice and delivers against ACE’s Creative Case for Diversity.  Manage and enhance the curatorial teams’ contribution to public engagement, taking responsibility for the intellectual basis and accuracy of content, interpretation and research.  **Other Duties/ Responsibilities**  Support the Fundraising manager with the curatorial staff to actively fundraise when required.  Ensure support provided by curatorial team to Museum Development Yorkshire to deliver YMT’s regional leadership role.  Seek and secure additional funding through applications to Trusts and Foundations and through private donations in consultation with the Fundraising Manager.  Promote and develop equality and diversity in line with YMT Equality Statement.  Other duties may be required from time to time which are consistent with the grading of this post. |
| **Key Relationships**  CEO  Senior Management Team  Volunteers Manager  IT and Digital Engagement Manager  Learning Manager  Castle Museum Interpretation and Content Manager  Facilities Manager  Exhibitions Programme Officer  Curatorial Teams  Health and Safety Advisor |
| **Skills, Experience, Competencies and Behaviours**  **Essential**   * Graduate or equivalent in a relevant subject, plus post-graduate professional accreditation/qualification/documented experience such as AMA, FMA or accredited Conservator through ICON, or equivalent relevant experience. * Experience as a specialist curator in a relevant subject area * Substantial experience managing curatorial or specialist teams * Strong people management skills and experience leading direct reports and teams using delegation, support, coaching and performance management. Commitment to Continuous Professional Development for self and others * A strong communicator able to establish credibility and maintain relationships with colleagues, stakeholders and partners at all levels through effective and consistent communications via different media including presentation and interview * Experience planning, writing and delivering collections policies and strategies. * Strong analytical skills. Ability to analyse, prepare and present reports that provide information, articulate the case and propose deliverable costed and timed plans. A strong problem-solving approach and ability to apply logic and critical thinking to come up with new solutions to old problems * Significant demonstrable experience of collections management work at a senior management level in museums or heritage organisations * Strong understanding of collections care issues including storage, environmental conditions and conservation challenges * Excellent understanding of documentation and digitisation issues and accreditation standards with evidence of delivering documentation projects * Experience of digital engagement with collections and an understanding of the potential of digital to enhance collections access * Experience of project management and demonstrable experience delivering large curatorial projects including major collections relocation projects * Excellent organisation and planning skills managing self and others effectively to focus on priorities * Excellent financial management skills with proven ability to manage budgets over £300,000 * Commitment to equality and diversity and an understanding of how this commitment applies to this role. Understanding of ACE’s Creative Case for Diversity. * IT skills including competency with Microsoft Office products and collection databases * Actively leading and promoting a safe working environment where the health, safety and wellbeing of visitors, staff, volunteers and contractors come first   **Desirable**   * 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:   + Digital recording – e.g. photography, sound, video   + Social networking – e.g. twitter, Facebook, Flickr   + Experience working with Adlib   + Publication record in a relevant subject area   + Experience of fundraising |

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**Terms and conditions of service**

Health

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

Probationary period

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

Reporting line

This post reports to the Chief Executive.

Salary

YMT SCP 43 – 46, £41,143 - £44,142 per annum

Annual leave

The annual leave entitlement is 25 days per annum pro rata, 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 with a contract longer than 3 months 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 3 months. The Trust will give you a 3 months’ notice, increasing statutorily.