**Job description**

|  |  |
| --- | --- |
| **Job title:** | Senior Curator, York Castle Museum |
| **Department:** | Public Engagement, Collections and Curatorial Services | **Contract:** | Permanent |
| **Reporting To:** | Head of Public Engagement, Curatorial and Collections  | **Hours per week:** | 22.2 |

|  |
| --- |
| **1. Job purpose**To guide the History team in the development of York Castle Museum as a high profile destination and popular visitor attraction through the development and delivery of audience-focused exhibitions, public programmes and projects, championing equality, diversity and anti-racism. To lead the History Team in caring for and sharing York Castle Museum collections through development, interpretation, management and research of the collections on display and in storage.  |

|  |
| --- |
| **2. Dimensions****Budgets and financials*** Responsible for dedicated curatorial site budget up to £25,000 and for the joint management and administration of shared curatorial budgets up £40,000, including managing budgets as seed and match funding for grant applications and fundraising campaigns for acquisitions and conservation projects
* Responsible for spend against temporary exhibition budgets up to £100,000
* Support the development of planned capital developments in line with York Museums Trust’s business and operational plans
* Act as a principle advocate for York Castle Museum

**Line Management**Line management of the History Team including Associate Collections Curator(s) and project staff |

|  |
| --- |
| **3. Principal accountabilities****Public Programme, Castle Experience and Interpretation*** Support the development of York Castle Museum (YCM) visitor experience and reputation to ensure that YCM maximises its opportunities to engage audiences with the collections and history of the site.
* Support the development of a dynamic, coherent and family-friendly public programme at YCM engaging visitors, driving footfall and generating revenue through the creation of high quality, audience focussed content and experiences.
* Lead by example to establish a culture of creating excellent, audience focussed collections / site history content for different platforms, including exhibitions, events, social media, talks and tours.
* Support development of planned capital projects by providing expert collections and buildings advice and guidance, supporting development of Interpretation and content for future displays, and through the generation of creative solutions and approaches to the evolution of York Castle Museum
* Develop York Castle Museum’s position of excellence delivering innovative, visitor-focused temporary exhibitions and displays with lively and accessible interpretation, drawing on own and team professional expertise and knowledge
* Champion equality, diversity and anti-racism through the research, development, interpretation and sharing of YCM collections

**Collections management and development*** Deliver against YMT Collections Development policies and ensure activity is aligned to and supports the development of York Castle Transformation Project
* Ensure that collections are developed, managed, and documented to the appropriate sector standards and YMT internal policies
* Support access to collections through digital, physical, and intellectual means including loans out, volunteer activities, online projects, and research programmes
* Ensure collections are managed, stored and treated to best practice standards
* Ensure the collections team and partners internally and externally have opportunities to develop the excellence of our knowledge about our collections and that collections development and research furthers YMT’s Forward Plan
* Provide knowledge, advice and guidance about the historic fabric of the building to ensure it is managed and cared for appropriately

**Advocacy*** To be an advocate for York Museums Trust and York Castle Museum both internally and externally, playing a key role in the Wider Management Team and taking a lead with partners and organisations locally and regionally as well as within the sector nationally and internationally
* To represent York Castle Museum internally and externally building and maintaining the museum’s reputation with collectors, partners, stakeholders and professionals

**Research*** Develop and implement a strategy and plan for York Castle Museum collections research in line with York Castle Transformation Project
* Maintain and further effective partnerships with Higher and FE organisations, individual academic contacts and with other institutions for the purposes of research
* Champion research that addresses equality, diversity and anti-racism

**Partnerships*** Develop effective partnerships with organisations including national museums and specialist networks, local and national stakeholders and research partners
* Cultivate relations with potential donors

**Fundraising*** Seek and secure funding through applications to Trusts and Foundations, as well as asks to businesses and private individuals, in order to increase resources available for major projects, public programmes, acquisitions and collection management.

**Management*** Manage the History team including developing team plans and setting individual work plans in line with delivery of YMT Business Plan.
* Work collegiately with the other Senior Curators to ensure teams work together jointly and collectively to maximise efficiencies and support agile and flexible ways of working.
* Plan and manage team budgets within the set limits.

**Other duties*** You may from time to time be required to undertake such other duties of a similar nature which fall within the job purpose outlined above and which are consistent with the grading of the post.
 |

|  |
| --- |
| **4. Key performance measures****Curatorial measures*** Collections and Curatorial Team plan developed in line with York Museums Trust’s organisational strategy and plan, and delivered through working with Curatorial Management Team
* York Castle Museum Curatorial Team plan developed and delivered effectively and efficiently
* Maintain and increase visitor satisfaction and engagement at YCM (NPS and Impact and Insight assessments)

**Organisational Key Performance Indicators**People managementCollections managementExhibitions and programmingResearchFundraisingProject DeliveryNet Promotor Score |

|  |
| --- |
| **5. Knowledge, skills, experience and behaviours****Knowledge*** Degree in appropriate subject
* Postgraduate qualification, or equivalent experience
* Significant experience of managing collections
* Knowledge and understanding of issues around heritage and collections in relation to representation, diversity and plurality
* Knowledge of documentation systems and conservation issues particularly in relation to social history collections
* Expert knowledge of at least one of the following areas; British social history, architectural building history, costume & textile collections, prison development and reform, British castle and military history.

**Skills*** Creativity – ability to generate original ideas and find innovative solutions to problems
* Interpersonal skills – ability to work collaboratively and in partnership with individuals within YMT and outside of the organisation to get the best results
* Analytical / critical thinking  - use reasoning and logic to evaluate and interrogate sources, data, and research and put forward compelling perspectives and arguments
* Communication skills – ability to communicate complex information to a variety of specialist and non-specialist audiences in verbal and written form. Strong writing skills with an ability to write for a variety of audiences and learning styles
* Accuracy and attention to detail
* Ability to embrace change and work flexibly and in an agile manner, responding quickly and effectively to opportunities as they arise.
* Active learning with a growth mind set  - desire to learn and grow, to take on challenges, learn from mistakes and actively seek new knowledge.
* Digital skills - a good level of digital literacy and willing and able to utilise new technology to be most effective in the workplace
* Ability to work responsibly, meeting targets as part of a team and on individual initiative
* Personable and a team player
* Leadership skills - ability to take the initiative, supervise, lead, and motivate people, providing ongoing direction and support, communicating organisational priorities
* Project and budget management skills
* Team management and development skills, with an ability to identify skills gaps, training needs, and develop succession plans

**Experience*** Significant experience of creating high quality audience focussed galleries and content for major gallery / museum / heritage site re-development
* Experience of working in complex, multidisciplinary project teams
* Significant experience of exhibition development, content development for multiple platforms including social media
* Experience leading talks, tours and other public facing / income generating activity
* Experience planning and managing budgets
* Experience of team planning and management, including setting objectives for self and team members, monitoring performance against them
* Significant experience of collections’ management and documentation

**Behaviours*** Commitment to and advocacy of equality, diversity, inclusion and anti-racism and understanding how these apply to the role
* Flexible attitude towards performing tasks
 |

|  |
| --- |
| **6. Key relationships*** Head of Public Engagement, Curatorial and Collections
* Senior Leadership Team
* Senior Curators of Yorkshire Museum and York Art Gallery
* Registrar
* History Team
* Public Engagement Manager
* Exhibitions Programme Manager
* Visitor Experience Team
* Facilities Manager
* Digital Team
 |

|  |
| --- |
| **7. Organisation chart** |

**Terms and conditions of service**

Job Title

Senior Curator – York Castle Museum

Reporting line

This post reports to the Head of Head of Public Engagement, Collections and Curatorial Services

Salary

The salary range for the post is £19,660.8 - £21,182.24 (£32,768 - £35,304 fte, YMT Scale Points 34-37)

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 (pro rata for part time roles), increasing by five days (pro rata) 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](http://www.nypf.org.uk/).

Hours of work

The hours of work are 22.2 hours per week, worked over three days.

Period of notice

The period of written notice required for you to terminate this post is two months.  The Trust will give you two months’ notice.