

Job description

Job title:	Curator of Social History		
Department:	Collections & Curatorial Services	Contract type: (i.e. permanent, temporary, fixed term, contract)	Fixed Term
Reporting To:	Senior Curator (YCM)	Hours per week:	22.2

1. Main Job purpose

To support the Senior Curator and York Castle Museum's curatorial team in the care, development, interpretation, management and research of the Social History collections, both on display and in storage.

To deliver curatorial projects, exhibitions and content development in line with York Museums Trust's strategic objectives.

To support public access to our collections, through research and public programming.

2. Principal accountabilities & tasks

Collections Management

- To plan and implement a programme of ongoing and retrospective documentation, conservation, digitisation, research and storage of the Trust's Social History collection.
- To oversee loans in and out from the permanent collection, in liaison with the Registrar.

Public Programme:

- Work with colleagues to shape and deliver a dynamic public programme, including innovative public programme, including digital content, displays and exhibitions.
- Interpret the Social History collection through visitor-focused publications, digital, talks, seminars, events and public enquiries.
- Research and prepare exhibition interpretation to ensure that displays and exhibitions address a variety of learning styles.

Research and Access:

- Develop opportunities for student and volunteer placements in line the delivery of YCM objectives.
- Provide appropriate access to the Social History collections for researchers and academics in line with YMT's access priorities.
- Identify and implement a plan for ongoing research into the Social History collection that has a measurable public output to target audiences.

Partnerships:

- Develop effective partnerships with agreed organisations including regional and national museums and specialist groups.
- Develop effective partnerships with agreed community groups to develop dynamic uses of the collection.

Fundraising:

- Identify fundraising opportunities for the development of priority areas of the Social History collection
- Contribute to funding applications to Trusts and Foundations, businesses and private individuals in order to increase resources available for public programmes, research and collections management.

Acquisitions and Disposals:

- Acquire new objects for the collection in line with the agreed Collections Development Policy, where necessary helping to secure funding from both public and private sources.
- Implement disposals in line with the YMT priorities and the Collections Development Policy and identify appropriate disposal methods in line with industry standards.

Other duties:

- To promote and develop equality and diversity in line with YMT Equality Statement
- To be an advocate for the Social History collection by taking a lead locally, regionally, nationally and internationally.
- Other duties may be required from time to time which are consistent with the grading of this post.

3. Key performance measures & objectives

Curatorial Measures

- Effective delivery of York Castle Museum's plan developed in line with York Museums Trust's organisational strategy.
- Development and delivery of exhibitions and displays
- Delivery of collections management to the Collections Development Policy and Care of Collections Plan.

4. Key responsibilities e.g. budget, staff, etc

Budgets

- Delegated responsibility for the spending and tracking of curatorial budgets
- Exhibition budgets of up to £100,000

Staff

- Supervision of volunteers or student placements
- No direct line management

5. Knowledge, skills & behaviours

Essential

- Strong written and communication skills with an ability to write and speak to a variety of audiences and learning styles
- ICT experience for documentation and general office use
- Demonstrate ability to work responsibly, meeting targets as part of a team and on individual initiative.
- Ability and desire to embrace change, think strategically and develop practical solutions.
- Flexible attitude towards planning and performing tasks
- Strong analytical / critical thinking – the ability to evaluate and interrogate sources, data and research and put forth perspectives
- Good interpersonal skills – ability to work collaboratively and in partnership with individuals both within YMT and outside of the organisation and the ability to work as part of a team.
- Strong communication skills – ability to communicate complex information to a variety of specialist and non-specialist audiences in verbal and written form.
- Commitment to and advocacy of equality, diversity and anti-racism

Desirable

- Knowledge and understanding of issues around history, heritage and collections in relation to representation, diversity and plurality.
- Knowledge and experience in conservation issues for Social History collections.
- Strong creative skills – ability to generate original ideas and find innovative solutions to problems
- Actively engaging in Continuous Professional Development
- YMT has a strategic commitment to increasing its digital skill base and the post holder should be able to demonstrate competence beyond basic ICT skills

6. Qualifications and/or work experience

Essential

- Degree in History / Museum Studies, or similar appropriate subject
- Extensive experience of working with museum collections and/or historic buildings
- Significant experience of collections management systems and documentation practice.
- Experience of leading exhibition/ gallery development and delivery
- Substantial experience of managing budgets and cost planning
- Experience of working with, and supervising volunteers

Desirable

- Postgraduate qualification, or equivalent experience
- Knowledge and experience of fundraising
- Experience of working with contractors and artists.
- Project management qualification, or equivalent experience