

## **Brent Museum**

### **Museum Development Project Freelancer**

#### **PURPOSE OF ROLE**

A unique opportunity has arisen to play a key role in the redevelopment Brent Museum in Willesden Green, London. The successful candidate will lead on the development of the museum in a brand new £10.3m multi-purpose building, due to open in spring 2015. Brent Museum will be one of the key features in this building.

For more information visit: <http://www.brent.gov.uk/regeneration/willesden-green-cultural-centre-queens-parade/>

Your role as Museum Development Project Freelancer will be to develop the content and interpretation for the museum and supporting displays in the building, and work alongside the appointed design agencies to make it happen. HLF invested in the original museum so this should be taken in to consideration.

You should be a passionate advocate for interpretation and audience access. You will plan, develop and coordinate the content of the museum using Brent's collections to develop inspiring and engaging interpretations for a range of target audiences and lead on the development of the design.

You will have considerable experience of project management and a sound knowledge of heritage interpretation and education techniques. The successful candidate will report to the Head of Arts & Heritage and work closely with the Learning Officer and Archives staff.

The successful candidate will demonstrate an adaptable and pragmatic approach to their work in supporting the success of Brent Museum.

Creating an inspiring museum experience is the central aspiration for this role.

For an informal chat about this exciting opportunity please phone Sue McKenzie, Head of Libraries, Arts & Heritage on 020 8937 3142.

#### **Fees**

This project role is £180 per day, initially for 3 days per week for a 6 month period with a possibility for extension. A degree of flexibility will be required around attending meetings. The successful candidate will hold their own public liability insurance.

#### **Application**

Please send in a covering letter outlining how you meet the requirements outlined below in no more than a 1000 words and enclose an up-to-date CV.

Email to Sue McKenzie, Head of Libraries, Arts & Heritage: [sue.mckenzie@brent.gov.uk](mailto:sue.mckenzie@brent.gov.uk) with 'Museum Development Project Freelancer application' in the subject line.

**Closing Date:** All application to be received by Sunday 28 July 2013, 11.59pm.

## Interviews

Interviews will be held on Thursday 8<sup>th</sup> August 2013. Ideally the successful candidate can start straight away.

## Initial project deadlines

Interpretation planning      until mid-Oct 2013  
Concept design                from mid-Oct 2013  
Design development         from-Dec 2013

## Specific Tasks

1. To deliver agreed milestones in Brent Museum's project programme, which are in-line with the delivery of the new Willesden Green Cultural Centre.
2. To initiate, research, develop and deliver a new permanent exhibition and supporting displays using Brent Museum and Brent Archives' collections.
3. To participate in Museum project meetings which support the development and delivery of the exhibition as the museum representative and champion of good museum practice.
4. To ensure the widest access for diverse audiences through the effective interpretation of the permanent exhibitions.
5. To be able to carry out basic exhibition design, from concepts to floorplans to text panels and be able to liaise effectively with external agencies ensuring that clear objectives are set and achieved.

	<b>Essential Requirements</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	A relevant museums qualification and/or substantial experience of working in a museum	Application/Interview
<b>Experience</b>	At least 3 years of proven experience of exhibition development and delivery.	Application/Interview
	Experience of interpreting social history collections within a public context.	Application/Interview/Test
	Experience of interpreting exhibitions for diverse audiences.	Application/Interview/Test
<b>Knowledge &amp; Skills</b>	Able to work well under pressure when faced with conflicting demands and be deadline orientated.	Application/Interview
	Demonstrable ability to work under own initiative and within a small team.	Application/Interview
	Excellent interpersonal skills.	Application/Interview
	Computer literate and able to work with	Application/Interview

	collections management database and other software packages (e.g. word processing, spreadsheets, presentations)	
	Strong project management skills.	Application/Interview/Test
<b>Motivation and Expectations</b>	Highly motivated and quality conscious	Application/Interview
	Adaptable and pragmatic approach to work	Application/Interview
	Strong, visitor focused approach.	Application/Interview
	Flexible approach to working hours	Application/Interview