

Slough Museum is an independent accredited museum, registered charity and Company Limited by Guarantee. We aim to stimulate interest in Slough's rich and varied history and heritage, to involve the local community as co-curators of its collection, and to encourage the widest possible participation in our many creative learning activities and events.

Slough Stories is a project supported by the Heritage Lottery Fund and Slough Borough Council. It aims to improve access to and interpretation of the rich heritage of Slough. This will be achieved through the curation of eight multi-sensory exhibitions in Slough's new cultural and learning centre, *The Curve*.

The *Slough Stories* project will be managed by Slough Museum's Heritage Project Manager, who will have overall responsibility for project delivery, the staff, reporting and administration and will be reporting to the museum's Board of Trustees.

Appointment of Heritage Project Manager, based at Slough Museum

Accountable to: Slough Museum Board of Trustees

Salary: £35,000.00 p.a. (full time equivalent) – 3 days per week (21 hrs)

Fixed Term contract 20 months

The primary role of the Heritage Project Manager is to lead and manage *Slough Stories*. Working with the Learning and Interpretation Officer, Administrator and Volunteers, the successful candidate will act as the Museum's ambassador and lead the vision for the museum's activities at *The Curve*.

Key tasks and responsibilities:

- with the trustees, to develop a strategic vision for the museum that will add value to the *Slough Stories* project
- to serve as the public face of the museum and an enthusiastic spokesperson for its activities
- to develop an expert knowledge of Slough's history and heritage, and familiarity with the museum's collection
- to work with designers to create exhibitions in *The Curve*, and extend the museum's web presence



- Strengthen existing partnerships with local organisations and other museums to support *Slough Stories*;
- As the learning officer's line manager, work collaboratively to build a sustainable programme of learning activities for Slough's diverse and vibrant community;
- Celebrate and develop the role of volunteers in delivering activities that support the exhibitions, providing enriching and rewarding engagements for local people with the Museum and its collection;
- To project manage all aspects of the *Slough Stories* Project including financial management.
- Take responsibility for monitoring and evaluating the project.

Person specification

Qualifications and attributes:

We seek an individual with clear vision, leadership and good strategic, people and operational management skills to lead this project. The successful candidate will need to combine creativity and with sound experience in the museum and heritage sector.

As a priority, the successful candidate will have:

- Passionate commitment to visitors and the visitor experience, putting learning and audience engagement at the heart of the museum;
- Excellent communication skills, able to communicate ideas and issues to a variety of audiences;
- Ability to be an effective advocate for the Museum and for Slough's history and heritage;
- Imagination, creativity and an ability to inspire others;
- Commitment to inclusivity with evidence of translating principles of equality into practice in a museums setting.
- Good understanding of finance and financial planning, and an understanding of the responsibilities of a grant-holder;
- A high level of IT skills including competent use of common office software;
- Excellent organisation skills, an ability to prioritise and delegate as appropriate;
- Understanding of governance and experience of working with a Trustee Board.



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Celebrating Slough's Past, Present & Future

- Educated to degree level;
- Post-graduate qualifications relevant to the job as described also an advantage.

Closing date for applications: Thursday 17th July 2014

Interviews will be held on Thursday 24th July 2014

