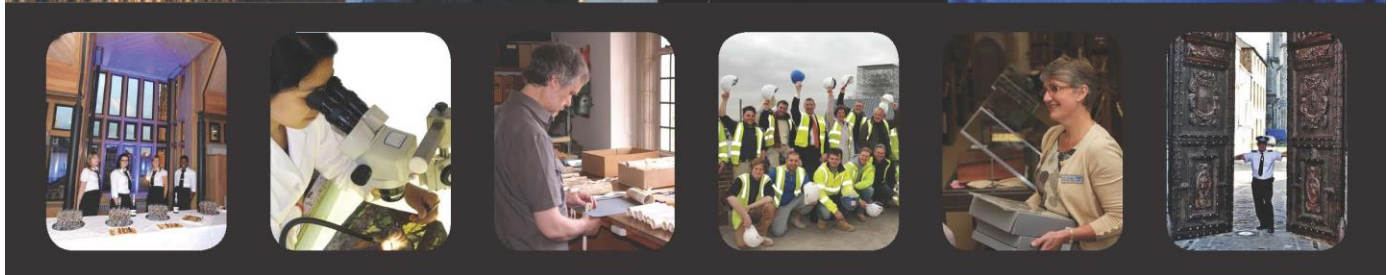
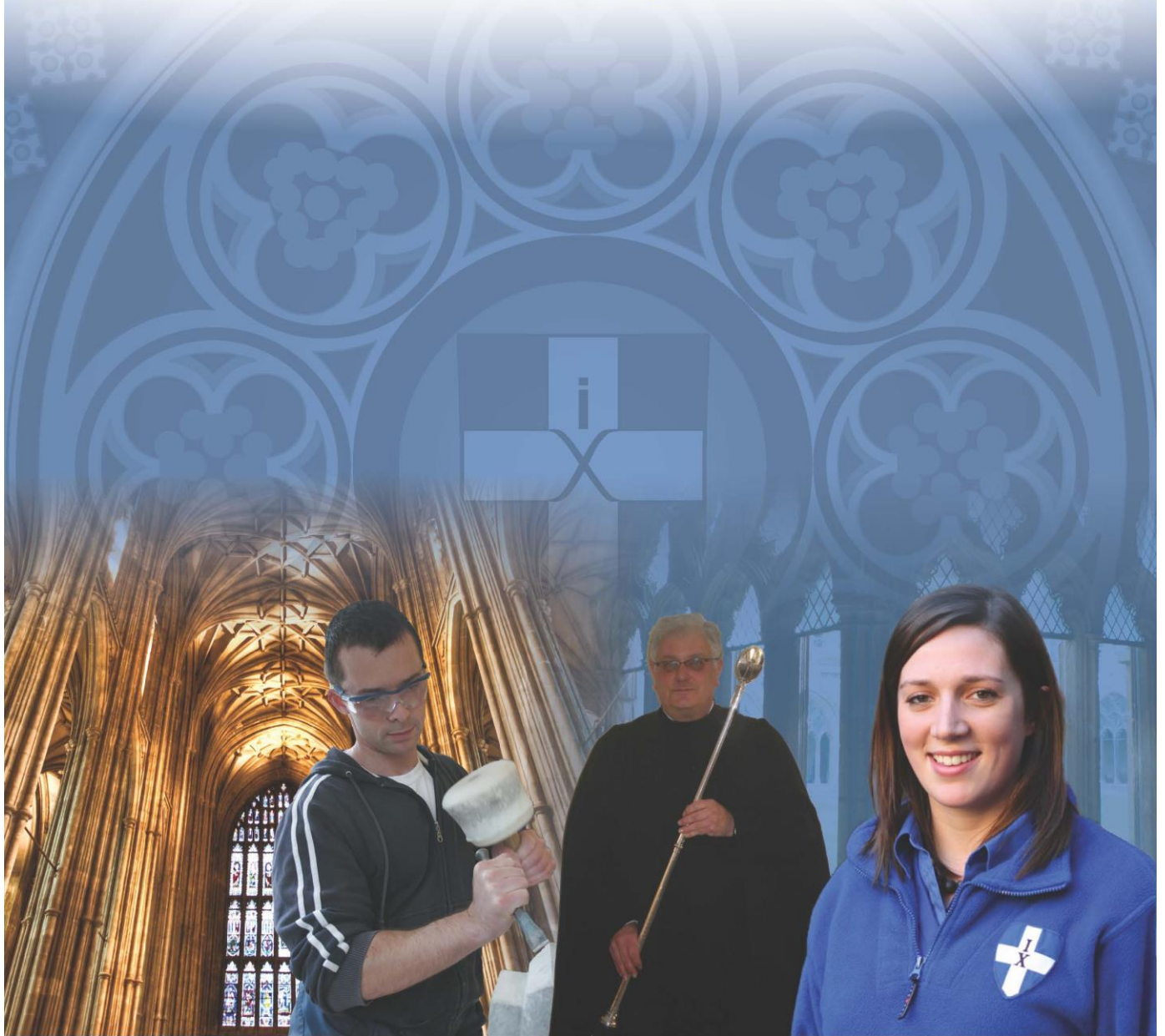




# CANTERBURY *cathedral*



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**COLLECTIONS MANAGER**

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## PROFILE OF CANTERBURY CATHEDRAL

St Augustine, the first Archbishop of Canterbury, arrived on the coast of Kent as a missionary to England in 597 AD. He came from Rome, sent by Pope Gregory the Great. It is said that Gregory had been struck by the beauty of Angle slaves he saw for sale in the city market and dispatched Augustine and some monks to convert them to Christianity. Augustine was given a church at Canterbury (St Martin's, after St Martin of Tours, still standing today) by the local King, Ethelbert whose Queen, Bertha, a French Princess, was already a Christian. This building had been a place of worship during the Roman occupation of Britain and is the oldest church in England still in use. Augustine established his seat within the Roman city walls (the word 'cathedral' is derived from the Latin word for a chair 'cathedra', which is in turn derived from the Greek 'kathedra' meaning seat) and built the first cathedral there. Since that time, there has been a community around the Cathedral offering daily prayer to God; this community is arguably the oldest organisation in the English speaking world. The present Archbishop, The Most Revd Justin Welby, is 105th in the line of succession from Augustine.

Augustine's original building lies beneath the floor of the Nave. It was enlarged by the Saxons, and rebuilt completely by the Norman Archbishop Lanfranc in 1070 following a major fire. By 1077 his work was complete and his building was described as 'nearly perfect'. A staircase and parts of the North Wall – in the area of the North West transept also called the Martyrdom – remain from that era. There have been many additions to the building over the last nine hundred years, particularly after the martyrdom of Archbishop Thomas Becket in the Cathedral in 1170: parts of the Quire and some of the windows and their stained glass date from the 12th century.

During the Second World War, the Precincts were heavily damaged by enemy action and the Cathedral's Library was destroyed. Thankfully, the Cathedral itself was not seriously harmed, due to the bravery of the team of fire watchers, who patrolled the roofs and dealt with the incendiary bombs dropped by enemy bombers.

Today, the Cathedral stands as a place where prayer to God has been offered daily for over 1,400 years; nearly 2,000 services are held each year, as well as countless private prayers from individuals. The Cathedral offers a warm welcome to all visitors – its aim is to show people Jesus, which we do through the splendour of the building as well as the beauty of the worship.

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## THE WORK OF THE CATHEDRAL

The work of the Cathedral is carried out by over 300 paid staff, supported by some 500 volunteers. The '*corporate body*' responsible for the management of the Cathedral is the Chapter of Canterbury who are advised by the Cathedral Council and the College of Canons.

### The Chapter of Canterbury

The Chapter are responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, the Residentiary Canons, the Receiver General and four additional persons appointed by the Archbishop.

### The Cathedral Council

The Council represents the Cathedral community as well as the wider local and regional community. It has 20 members, drawn from a wide variety of organisations. Its duty is to further and support the work of the Cathedral Church in spiritual, pastoral, evangelistic, social and ecumenical areas.

### The College of Canons

The College of Canons is composed of 30 Honorary, Lay and Provincial Canons, appointed by the Archbishop and it supports the life of the Cathedral in many different ways.

### The Canterbury Cathedral Trust

The Cathedral Trust is a separate charity that is solely for the benefit of the Cathedral. Since 1974, it has assisted with the restoration, maintenance and improvement of the fabric and contents of Canterbury Cathedral and the provision, promotion and encouragement of music.

The Cathedral is well-known all over the world and we welcome more than 1 million visitors and worshippers every year.

## THE CANTERBURY JOURNEY

*The Canterbury Journey* will achieve a radical transformation in the accessibility and sustainability of an iconic building which embodies England's story. It will safeguard Canterbury Cathedral, increase the number of those making a journey to it, broaden the range of those who do so, and enrich the experience of all.

A new Welcome Centre will offer to the public learning, hospitality and a hitherto inaccessible view of England's most important church. New trails will guide visitors through newly-landscaped Precincts, interpreting their journey and revealing rarely-seen treasures from Canterbury's past. Increased numbers of schoolchildren, their families and others will join the journey as a programme of outreach to schools and communities unfolds. A new pass scheme will swell the company of contemporary pilgrims and deepen the Cathedral's relationship with its neighbours. And the fabric of the western end of the Cathedral, currently at risk, will be restored and enhanced, allowing Canterbury's journey to continue.

The project is formed of three complementary programmes – responding to the most urgent needs for our heritage, people, and communities:

### Heritage

- Repair and restoration of the West end of the Nave and Christ Church Gate
- Landscaping of the South Precincts. A successful Landscape Design Competition has taken place to find a partner architect for this project.
- Improved physical access to areas of the Cathedral and its collections
- A commitment to Conservation in Action – engaging people with the work of our craftspeople and the work of the Cathedral

### People

- Interpretative Pilgrims' Trails – developing the ways people connect with and interpret the site, utilising digital technology and opening up the Cathedral's historic collections to them
- Schools on the Journey – increasing the depth of experience, and the numbers and range of schoolchildren able to enjoy the Cathedral, and building the Cathedral's capacity to reach out to schools.

### Communities

- Welcome Centre – an exciting new space to enable visitor reception, community activities, interpretation and orientation, and new café facilities
- Community Pilgrimage – new programme of events and courses to offer a wide range of people the chance to discover and grow their talents
- Canterbury Pilgrim Passes – replacing the existing pass system to encourage the local community to access their Cathedral regularly

The total project cost is estimated to be £19.4 million.



## JOB PROFILE

The post will create, develop and manage a collections management strategy based on objectives aligned with *The Canterbury Journey* project

*The Canterbury Journey* aims to open the Cathedral's collections by:

- introducing the visitor to the Cathedral's collections of documents, books and artefacts through outstanding interpretation, research, curation and exhibitions;
- exhibiting important objects in the Cathedral's history in key places of the visitor's journey, enriching their appreciation of their surroundings and allowing their surroundings to enrich their enjoyment of the collections; and
- making use of digital technology to help visitors to explore the site, themes, stories and collections before, during and after a visit.

## PRINCIPAL TASKS

- Overall responsibility for establishing and maintaining a Collections Management Plan;
- Expand knowledge of the collections through interpretation, content development and object based learning based upon curatorial research;
- Work with Interpretation Consultants and other colleagues to design a rotating programme of accessible, authoritative and popular exhibitions that complement The Canterbury Journey storylines and key messages;
- Contribute to the Digital Media Strategy and prepare and select items for digitization;
- Contribute to the Activity Plan by designing activities, events, talks and workshops around the Cathedral collections;
- Work closely with managers in the Archives & Library for the care, display and interpretation of Canterbury Cathedral collections, which may include seeking archive/museum accreditation;
- Recruit and manage a team of specially trained volunteers to deliver collections tours, talks and workshops as part of The Canterbury Journey; and
- Actively support and contribute to cross-departmental working in conjunction with colleagues in Conservation, Fabric, Learning and Marketing.

## PERSONAL SPECIFICATION

The personal specification below indicates the qualifications, experience, knowledge and skills required to undertake the role effectively.

- Experience in collections management, international museum standards for collections storage, documentation, primary research, conservation and display;
- Experience of taking creative approaches to curating authoritative and popular exhibitions, using in-house collections as well as loans from institutions and individuals, as required;
- Experience in contributing to marketing and PR strategies for exhibitions;
- Experience in gaining Archive/Museum accreditation;
- Experience in enabling physical and intellectual access to collections, 2D and 3D;
- Experience of working in project teams, across departments, with specific experience in exhibition development, from concept to installation;
- Proven experience in developing a collections work programme, with sufficient understanding of conservation emergencies to design and procure conservation works;
- Proven track record in working with specialist consultant conservators as appropriate to advise on conservation requirements, costs and programme;
- Ability to promote awareness of and responsible use of the Cathedral collections within the Cathedral and outside;
- Passion for conveying historical interpretation that has broad appeal to a wide and diverse social and cultural audience, as well as those of all learning abilities and age groups;
- A proven ability to identify and share creative and imaginative approaches to programming, curating and problem solving;
- Good working knowledge of the effect of environmental conditions on museum collections and methods of monitoring and improving them; and
- Experience of business planning, scheduling, budget management / monitoring, project management and evaluation, with the ability to think strategically and be able to see the big picture and plan long term priorities.

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## KEY WORKING RELATIONSHIPS

- Reporting to Head of Learning and Participation;
- Close working relationships with Collections teams in Library and Archives;
- Close working relationships with Conservation teams;
- Close working relationships with all collections managers across the Cathedral, including; collections in the care of the Church, and private individuals residing within the Precincts; and
- Close working relationships with Cathedral Visits, Schools and Community Outreach teams.

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## TERMS AND CONDITIONS

### Salary

The salary for this post is circa £35,000 pa depending upon experience.

### Contract requirements

This post is a full time fixed term contract for 4 years, which consists of 1 year developing this element of the project and then 3 years delivering it.

Appointment to the post is conditional upon the receipt of an Enhanced Disclosure from the Disclosure and Barring Service.

### Working hours

A minimum of 35 hours per week usually Monday to Friday but will be flexible to meet the demands of the Dean & Chapter and due to the nature of the role will entail working some weekends.

### Annual holiday

The annual entitlement is 25 days plus 8 public holidays and 2 Dean and Chapter Days (pro rata).

### Training

Training needs are assessed continuously and the annual appraisal system allows recommendations to be made.

### Probation Period

All new posts are subject to a 6 month probation period. New staff will meet regularly with their line manager to assess both formally and informally progress on work and performance.

### Pension scheme

The Dean and Chapter offer a Stakeholder pension to all employees. Your age and salary will determine if you are to be automatically enrolled into the pension scheme

The Dean and Chapter contribute 7.5 % of salary into a Stakeholder Pension Scheme. Staff in the pension scheme are insured against death in service 3 x annual salary to the age of 70.

### Staff benefits

We are able to offer a range of staff benefits including discounts in local shops, restaurants and sports centres.

### Additional Requirements

None.



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## HOW TO APPLY

Applications should be submitted using the Cathedral application form, and all sections must be completed. If you wish, you may attach a copy of your CV to support your application.

Application forms can be found on our web pages at:

<http://canterbury-cathedral.org/community/employment/vacancies/>

Your completed form can be submitted on line or returned to:

[recruitment@canterbury-cathedral.org](mailto:recruitment@canterbury-cathedral.org)

The closing date for this post is:

**Monday 23<sup>rd</sup> March 2015**

Interviews will be held on:

**Tuesday 31<sup>st</sup> March 2015**

**It is our practice to advise all applicants of the outcome of their application at all stages in the process.**

## EQUALITY STATEMENT

The Dean and Chapter recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation is to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.