

Job Title:	Collections and Learning Curator - Colchester	Salary Grade:	CMG10	Post Reference:	LM45
Service Area:	Communities	Section:	Colchester and Ipswich Museums		

Responsible to: Senior Collections and Learning Curator - Colchester
Line Management responsibility for: Trainees and volunteers as required
Contact with: Officers of the Council, Councillors, contractors, external organisations and partners
Purpose of job: To bring the collections and the stories they hold to life, providing opportunities for enjoyment, learning and wellbeing.
Budget responsibilities: Not applicable

Accountabilities:

1. To contribute personally towards the achievement of the Council's three Core Goals and culture as defined by CBC's organisational attitudes and behaviours.
2. Support a team culture which unlocks the potential for learning for a wide range of users through access to the collections and associated information.
3. Be responsible for own professional development. Maintain an up to date knowledge of relevant professional practice to ensure that CIMS provides the best service to its users. Develop skills in presentation, communication and interpretation. Extend knowledge of the collections by working with a wide range of researchers, specialists and partners
4. Meet agreed levels of performance in development, supervision, delivery and evaluation of exhibitions, displays, programmes, projects and events to people across a wide range of interests and learning needs.
5. To develop teaching resources which reflect museum best practice. Deliver vocational courses for a wide range of users including schools, trainees, student placements, CIMS staff and volunteers.
6. Liaise with the relevant Conservator in the care and management of collections held by the museum service at both Ipswich and Colchester to ensure it meets nationally set standards and is accessible to a wider public.
7. Liaise with the Colchester Collections Information Officer to ensure that the information held on collections meets best practice for the sector and is used as a learning resource for a wide range of users and partners.
8. In liaison with the Heritage Manager support the ongoing development of the collections according to agreed plans and the relevant collecting strategy. Support the approved loan of collections and borrowing according to relevant policies and procedures.
9. Act as web editor for the museum website maintaining and updating information, listings and images as required.
10. Manage or assist with, as required, the facilitation and supervision of researchers, trainees, volunteers, placements and external contractors.

11. Support the organisation's commitment towards supporting the wider museum and cultural community. Make contact and build relationships with a wide range of partners from the museum sector including collections and learning specialists and community representatives.
12. To comply with the Council's Safeguarding policies with regard to children and vulnerable adults

Disclosure and Barring Service Registration required: **No**
Where staff will carry out defined, regulated activity with children/vulnerable adults

Public Sector Network independent check required: **No**
Where staff will access sensitive information using a PSN/need a .GCSX e-mail address

Politically Restricted Post: No

PERSON SPECIFICATION

The following are the qualifications or equivalent experience that apply to this role:-	
We expect you to have:	We also hope that you have:
<ul style="list-style-type: none"> • A degree or equivalent experience 	<ul style="list-style-type: none"> • A post graduate museum or heritage studies qualification

Skill groups	Skills
	We expect/hope you have:
Role-specific technical skills	<p>Essential:</p> <ul style="list-style-type: none"> • Be an outstanding communicator with a range of highly developed communication skills • A relevant specialism relating to museum collections and real interest in broadening collections knowledge. • Knowledge of current sector best practice in relation to care and management of collections including Museum Accreditation and SPECTRUM standards • Experience of using a museum (or equivalent) collections management system for data entry, reporting and retrieval • Proficiency in the use of digital media • Experience developing and delivering creative interpretation e.g. exhibitions, displays or other forms of interpretive content for museum audiences • Knowledge/experience about current practice in creative collections use, public collections projects and coproduction projects in museums • Experience working with at least two or more target audiences e.g. Families, Children and Young People, Schools and Community Groups • An understanding of national, regional and local policy in relation to children and young people • Experience of creating innovative learning resources and materials with clear learning outcomes • A demonstrable belief in the ability of museums to improve lives • Good interpersonal skills and experience of working effectively within a team with colleagues of different backgrounds and disciplines • Abide by the Museum Association's Code of Ethics <p>Desirable:</p> <ul style="list-style-type: none"> • Specialism/knowledge relating to Social/Local History collections
Project Management	<ul style="list-style-type: none"> • Be able to plan, monitor and prioritise change • Meet deadlines • Be methodical and able to problem solve
IT Skills	<ul style="list-style-type: none"> • Microsoft Office365 applications (Outlook, Word, Excel, PowerPoint) • Hold or be willing to work towards CBC 'Get Connected' digital skills (minimum criteria)

The following are any physical or special attributes that apply to this role:	
We expect you to be able to:	We also hope that you are able to:
<ul style="list-style-type: none"> • Work flexibly as appropriate • Attend evening meetings/external meetings as required • Be able to work unsocial hours as required • Work as required in both Colchester and Ipswich • Be able to access all museum buildings 	<ul style="list-style-type: none"> • Have a full driving licence

Revised by: Glynn Davis

Date: 27/06/2019