

House & Collections Manager £26,000 (full time, 2 year fixed term)

PURPOSE OF JOB

Primary responsibility for all aspects of the care and use of the Collections & Archives at Sulgrave Manor Trust.

Supervision of Sulgrave Manor with regard to care and condition of the historic fabric of the building.

Management of the Learning & Engagement Manager to support the planning and delivery of formal learning through the well-established schools programmes and informal learning across the site.

The House & Collections Manager will form part of the Sulgrave Management team taking an equal share of the Duty Manager rota.

PRINCIPAL RESPONSIBILITIES

To be responsible for cataloguing, conservation, display, storage, movement, loan review and documentation of all 2D and 3D artefacts within the Museum and Archive in accordance with Museum policies and Accreditation standards.

To follow Museum policies and forward plans in relation to ACE and re-accreditation.

To carry out conservation cleaning of objects on display in the Manor.

To undertake preventative conservation of the Collections in order to minimise damage.

To transfer archive material into digital format in order to facilitate future accessibility and use.

To train and supervise collections/archive volunteers.

To respond to requests for information about the Collection /Archives.

To undertake research of items within the Collections and disseminate such information as required, ie to the public, the media or within a catalogue.

To work with colleagues to develop interpretation and temporary exhibitions at the Manor and elsewhere.

To write copy for the Trust's website, guide book and social media to promote the Collections.

To manage and support the Learning & Engagement Manager in relation to the use of collections and archives in Learning programmes and activities and planning school visits.

To take an active part in the development and delivery of special events at Sulgrave and talks elsewhere on the history of the Trust and the property.

To provide reports, information and support to Operations Manager on all aspects of the Collection

& Archive and to liaise with the Operations Manager in its management, planning and development. In particular those matters relevant to maintain Accreditation.

To network with other museum and art gallery professionals and outside agencies.

To ensure all Sulgrave Manor Trust property remains in a good state of maintenance and repair.

To undertake such other duties as may from time to time be required by the Board of Trustees and to provide such reports, advice and information as may be reasonably required to enable the Board to discharge its statutory responsibilities.

Operational Management

Membership of the Sulgrave Management Team reporting to the Operations Manager.

Act as Duty Manager, taking an equal share of weekday and weekend cover (currently 1 Sunday in 4 from April to September). There may also be occasional evening events, which will require a more flexible work pattern.

As a key holder, be accountable for the security of the site.

Promote 'green museum' guidelines and protocols, where possible, to reduce environmental footprint and reduce energy consumption.

Health & Safety

Prepare and maintain records for Health and Safety requirements including induction & training for new staff and volunteers.

Carry out and review risk assessments on a regular basis.

Person Specification

Education

A relevant qualification to a minimum of degree level

Experience

Paid experience in an Accredited Museum managing Collections and Archives.

Experience of recruiting, training and supervising staff/volunteers

IT literate including experience in Collections Management Systems, ideally MODES

Experience of in working in a small team in a hands on role

A positive and enthusiastic attitude, lively personality and flexible manner

Able to multitask, work well under pressure and make educated decisions, sometimes at short notice

Able to work unsupervised

Strong communication skills, both written and oral

Excellent organisational skills and problem-solving abilities

Excellent people management skills - able to provide clear direction

Desirable

Experience in giving talks and presentations.

Relevant experience in Trans-Atlantic collections, archives or research.

For more information please contact Jo Cowley, Operations Manager on 01295 760 205.

To apply, please send a CV (up to 2 sides of A4) and covering letter outlining how you are the best person for this role to: jo.cowley@sulgravemanor.org.uk.

Closing date: Monday 28th January at 12 noon. Interviews will be held on 7th February at Sulgrave Manor.