**BECK ISLE MUSEUM MANAGER: JOB DESCRIPTION January 2019**

**Purpose of the role**

Beck Isle Museum is a small, self-funded, volunteer-run accredited museum in the market town of Pickering, North Yorkshire. With the guidance and assistance of the trustees, the Manager will be responsible for the care and curation of the Collection, the care and maintenance of the buildings and the day to day management of the Museum. The Manager will ensure the Museum is open daily during the advertised opening times.

The Manager will work with the trustees to secure the long-term viability of the Museum.

Areas of responsibility are:

**Care & Curation of the Collection**

The Manager will:

* manage the Collection, including working with the Collection Committee to agree on acquisitions and disposals in line with the Collections Policy
* progress the documentation of items in the Collection on the newly-introduced Modes database
* plan for conservation of items in the Collection
* plan and stage exhibitions
* plan, organise special events including group visits, school visits, talks, etc.
* ensure that the Museum operates according to its policies and Accreditation standards are maintained

**Volunteers**

The Manager will:

* recruit, manage and motivate volunteers for all roles throughout the Museum
* use his/her best efforts to ensure effective volunteer presence, allowing the Museum to remain open and all essential tasks to be performed
* arrange, and where appropriate deliver, training to ensure that volunteers perform safely and effectively in their roles

**The Buildings**

The Manager will:

* organise building security and maintenance as necessary
* ensure the building and all activities are operated in accordance with the Museum’s Health & Safety policy

**Marketing**

The Manager will:

* ensure that printed marketing materials are produced according to Museum guidelines, on time and within budget
* ensure that the Museum’s web page and social media presence is regularly updated
* produce articles and press releases to gain publicity for the Museum and its events

**Administration**

The Manager will:

* produce a regular Manager’s report for the trustees and reports on specific issues as necessary
* attend and minute trustee meetings (currently monthly)
* work with the trustees to ensure that Museum policies are regularly reviewed and implemented
* develop and submit Accreditation documentation (next due in November 2019)

**Finance**

* together with the Treasurer, ensure that all cash and card transactions are accurately recorded, cash banked and invoices processed
* operate according to the financial practices and procedures agreed with the trustees, with clear audit trails for all financial transactions

**Fundraising**

The Manager will:

* work with the trustees to identify appropriate funding opportunities and submit applications as agreed

**Partnerships and Outreach**

The Manager will:

* develop mutually beneficial relationships with other heritage and cultural organisations in the area
* develop relationships with local voluntary groups, schools, and other community organisations to increase their level of contact with, and use of, the Museum

The Manager may be required to undertake other duties as may be reasonably required to meet the needs of the Museum.

**Details of the Post**

This post is full-time and normal working hours will be Monday to Friday, 9 a.m. to 5 p.m. with a 30-minute lunch break. The post requires flexibility to cover special events which may be held at weekends, Bank Holidays or during the evening. Time off in lieu will be given. Direct support on day to day issues will be given by the Chairman.

**Salary**: to be agreed in a band between £20,000 - £22,500 p.a., depending on experience. Salary will be reviewed annually.

**Pension**: the Museum will contribute to a stakeholder pension.

**Holiday**: 20 working days holiday plus 8 Bank Holidays (or time in lieu). Three additional days leave will be given between Christmas and New Year when the Museum is closed.

The successful applicant will serve a three-month probationary period.

**To apply**

If you would like to apply for this post, please complete the accompanying application form and return this by post to the Museum, marked for the attention of Dr. Mike Pitt, Chair of the Trustees, by 12 noon on Friday, 1 February 2019. Please note that we cannot accept applications by email.

You may add your CV if you feel that this will support your application, but we cannot accept stand-alone CVs. All applications must be made on the Beck Isle Museum application form which can be downloaded from our web site [www.beckislemuseum.org.uk](http://www.beckislemuseum.org.uk)

A brief Person Specification can be found on the following page.

**PERSON SPECIFICATION: MANAGER, BECK ISLE MUSEUM**

**Person Specification**

* Self-motivated, with ability to work on own initiative
* Enthusiasm, realism and honesty
* Integrity and credibility
* Excellent communication skills
* Good people management skills

**Essential Experience and Knowledge**

* Degree in relevant subject area
* Experience of working in the heritage sector, preferably in a museum
* Experience of managing / working with volunteers
* Good IT skills, including Word, Excel, image manipulation software and web site CMS

**Desirable Experience and Knowledge**

* Post-graduate qualification in Museum Studies
* Experience of using the Modes database
* Knowledge of voluntary sector governance and practice
* Current first aid qualification (training will be provided if needed when in post)
* Driving licence and access to a car