****

**Job Description:**

**Curator of Making – Maternity cover**

|  |  |
| --- | --- |
| **Reports to** | Head of Collections |
| **Salary scale** | SO1 SCP 29 - 31 |
| **Salary** | £27757 - £29593 |
| **Hours** | 37 hours per week |
| **Contract** | 9 months (may extend)  |

**Job Purpose**

|  |
| --- |
| * To take the lead on all Museum of Making and Making collections related activity, including managing, researching, and developing the collections.
* To develop new displays, interpretation, exhibitions, programmes, and activities related to Making, STEAM and the Enlightenment, ensuring that this support co-production, income generation and learning activities.
* To develop and enhance the profile of the Museum of Making and its collections, locally, nationally, and internationally.
* To assist with the training and support of other staff in the development and delivery of the co-production approach.
 |

**Reporting**

|  |  |
| --- | --- |
| **Reports to:** | Head of Collections |
| **Responsible for:** | Supervisory responsibility for secondees, trainees or volunteers. |

**Specific Responsibilities**

|  |
| --- |
| 1. Be responsible for the care and development of the collections of making and social history at the Museum of Making.
2. Work collaboratively on the delivery of co-produced displays, exhibitions and programmes using collections and themes related to Making, STEAM and the Enlightenment to inspire curiosity, creativity and making.
3. Work with external partners to develop and enhance the profile of the Museum of Making and related collections.
4. Ensure that displays, exhibitions programmes and activities are audience-focussed, well-designed and appropriate to the buildings and the organisational brand and that they
5. support income generation and learning.
6. Work with the Site Managers, Workshop supervisor and technicians to ensure good practice and safety in all venues.
7. Work with the fundraising team to raise funds needed to develop displays, exhibitions, programmes, and activities related to making and STEAM.
8. Participate in and support other development projects as and when required or opportunity arises.
9. Act as an advocate for dissemination of organisational learning internally and externally, building and sustaining relationships with local, national and international partners and stakeholders to scope and capture partner buy in, development, expertise and funding.
 |

**General Responsibilities**

|  |
| --- |
| 1. At all times commit to, and evidence, Derby Museums' values -integrity, ownership, discovery, inspiration, innovation and working together, while ensuring that customer care and visitor experience is of the highest quality.
2. Interact and cooperate with all Trust employees and contribute to Derby Museums’ Managing Individual Performance scheme.
3. Represent Derby Museums locally and regionally with all relevant bodies and partners.
4. Ensure that the principles of inclusivity and equality are evident in your behaviour and work with your colleagues, our users and communities
5. Make best use of technology in the development and delivery of all organisational functions.
6. Prioritise communication and promotion of Derby Museums, its values and its services, utilising all relevant channels including social media.
7. Work evenings and weekends when required.
8. Actively participate in the wider life of Derby Museums contributing to inter-disciplinary teamwork and projects, updating systems and processes and undertaking other duties as requested.
9. Ensure compliance with all Trust policies including Customer Care, the Health and Safety at Work Act 1974, the Trust’s health, safety and security arrangements plus Financial and Procurement Standing Orders.
 |

**FOR COMPLETION BY SUCCESSFUL CANDIDATE**

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated.

 Signature........................................................... Date..................................

Date updated April 2023

**Person Specification:**

**Curator of Making (Maternity Cover)**

Short-listing and selection will be based on the criteria set out here. Do make sure that your application fully demonstrates how you satisfy the points listed, drawing on your personal and work experience, education and training.

| **Qualities** | **Essential (E)****Desirable (D)** | **Identified by:**Application (A), Interview (I), Test (T) |
| --- | --- | --- |
| **1. Generic skills and experience** |
| Experience of projects and activities that enhance the visitor experience through the use of collections.  | E | AI |
| Experience of using collections creatively for learning and enjoyment.  | E | AI |
| A creative thinker with insight/ideas in exploring contemporary issues through collections.  | E | AI |
| Experience of and commitment to sharing good practice internally and externally.  | E | AI |
| Ability to think from a commercial point of view and identify/assist in income generation.  | D | AI |
| Awareness of new technology and its potential application to engage audiences with collections.  | D  | AI |
| **2. Job specific skills and experience** |
| Good knowledge of a range of museum/gallery learning, curatorial and community issues.  | E | AI |
| Experience of working with at least two or more target audiences (e.g., Families, Children and Young People and Community Groups) | E | AI |
| Experience of working collaboratively on projects that encourage participation and dialogue with stakeholders in the community. | E | AI |
| Experience of developing and maintaining relationships with makers and industry partners | E | AI |
| Experience of developing and delivering curatorial projects and programmes with collections.  | E | AI |
| Highly organised, able to prioritise and work to tight deadlines | E | AI |
| Display high levels of enthusiasm, hardworking, flexibility and commitment. Excellent team player.  | E | AI |
| A commitment to and enthusiasm for working with volunteers and community groups | E | AI |
| Flexibility with regard to working hours will be necessary as there are occasions when the post holder will be required to work some evenings and weekends.  | E | AI |
| A knowledge and understanding of Making, STEAM (Science, Technology, Engineering, Arts, and Maths Collections) and Enlightenment Collections.  | E | AI |
| Knowledge and experience of curatorial systems, collections databases and procedures leading to better care and use of collections. | E | AI |
| A demonstrable passion for museums and galleries and a commitment to access to collections. | E | AI |
| Informed about current practice in creative collections use, public collections projects and co-production projects.  | D | AI |
| Excellent communication and interpersonal skills, both written and verbal. | E | AI |
| A strong interest in the mission and aims of Derby Museums, its collections and its potential to connect with diverse audiences through participative practice.  | E | AI |
| Demonstrating a responsible attitude to available resources and uses them efficiently and effectively. | E | AI |
| **3. Qualifications** |
| Advanced education, or equivalent or evidence of continued professional work-based learning | E | AI |
| Commitment to continuous personal development | D | AI |
| **4. Equalities** |
| Promote understanding of the benefits of diversity and demonstrate how you promote equality of opportunity. | E | AI |

|  |
| --- |
| **How is your information used?** **Derby Museum Employees: -**We may use your information to: fulfil our obligations under your contract of employment with us and any associated Derby City Council employment policies. This includes sharing your information with Government bodies as required by law, such as providing tax information to H M Revenue and Customs and salary information to the Court Service. This is to help us pay you correctly including sharing information about your pay and employment with other relevant bodies such as pension administrators, union bodies and employee benefits providers. This would include sharing relevant information with external training providers in support of your apprenticeship and personal development.Any information we provide for equality statistics will be anonymised. **Candidates: -**Personal data such as full name, date of birth, address and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as employment history, duties and qualifications is collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. Equalities data is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns. **Who has access to your information?**We may share your information with:* Council Departments, Managers, and Internal Audit, to ensure we meet our statutory and contractual duties. This would exclude equalities data which is only accessible by HR colleagues.
* External organisation’s such as; H M Revenue & Customs, Disclosure and Barring Service, H M Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, and Royal London), voluntary payroll deductions, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities, and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.

For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice. Alternatively, you can request a hard copy from Human Resources, Derby City Council, Corporation Street, Derby, DE1 2FS or StrategicHR@derby.gov.uk  |