

# MUSEUM *of* BRANDS

## Role Description – Curator

<b>Job Title</b>	Curator
<b>Responsible to</b>	Museum Manager
<b>Works with</b>	Museum Director, Learning Officer, Public Programming Officer, Community Development Project Manager, Community Development Assistant, Head of Commercial Events, Venue and Events Assistant, Trustees, Volunteers
<b>Contract</b>	Permanent
<b>Location</b>	Hybrid working (50/50 split weekly between home and Museum), Museum of Brands, London, W11 1QT with regular offsite and remote working
<b>Hours</b>	8.5 hrs per day including 30 min lunch
<b>Working pattern</b>	3 days per week Monday to Friday (flexible working welcomed), includes approximately 1 weekend day per 6 weeks
<b>Holiday</b>	12 days, 5 days public holidays
<b>Salary</b>	£28,000-£30,000pa (pro rata)

### 1) Job Purpose

To protect and develop the Robert Opie Collection, housed by the Museum of Brands, through collection care, documentation, research, development, interpretation, whilst reaching high standards of presentation. To curate temporary displays as part of the Museum’s programme. To work with the Public Programming Officer and Learning Officer to engage new and returning demographics with the collection. To further the Museum’s longer-term strategy to develop the collection including exhibition themes and goals, and lead on stores planning, documentation and collection development. To maintain a working relationship with the Founder where possible, including capturing and preserving his knowledge and expertise on this nationally significant consumer heritage collection.

The museum has only recently taken on full responsibility for the collection, so this role will suit an ambitious individual with an interest in shaping and growing our first collections department. This is a rare opportunity to lead an impactful period of change, looking to the long-term potential of this stunning collection.

### 2) Key responsibilities

#### Collecting & Collections Care

Ensure that the Museum exhibits and displays are well presented and in good condition

Implement procedures to protect and care for the collection in the long term

Develop a policy and procedure for incoming donations

Recruit and manage collections volunteers to assist with maintenance and cataloguing of the permanent collection

Lead a large-scale documentation project, including rationalisation, repackaging and care of thousands of objects

Develop a project to catalogue and digitize the permanent collection

Lead on maintaining the safety of the collection, and the health and safety of staff and volunteers working with it, including at off-site locations with limited facilities

Continue a project to manage the movement of objects between the Museum site and offsite storage spaces

Support fundraising for collections work by collating evidence, evaluating activity and inputting on funding bids

Ensure activities apply best practice, where possible, under the UK Museum Accreditation Scheme, with a view to assisting the Museum apply for Accreditation, as and when appropriate.

Management of agreed Photography policy within the museum and assistance with management of copyright issues and enquiries.

### **Presenting & Interpreting Collections**

Design and creation of temporary displays and exhibitions, working with the team on projects

Input into overall Museum strategies for collections and exhibitions

Work with the Public Programming Officer and Learning Officer to engage new and returning demographics with the collection and progress our exhibition objectives

Train the Museum team on collection and interpretation practices, including writing for museum audiences, fact checking and collection care

Deliver inductions for new starters and training for team members, developing a better understanding of collections management within the team

Write, produce and install captions for the permanent collection (the Time Tunnel) and refresh existing displays, captions and info panels.

Maintain high standards of presentation in the Time Tunnel and other exhibition areas, including regular maintenance, cleaning and remounting of items

Represent the Museum of Brands through participation on professional networks.

### **Marketing and Press**

Create relevant material for publication in print and online, regular posting for social media

Engage with the Museum's social media channels, including responding, organic and paid posts

Evaluation of social media posting to increase success against KPIs

Report monthly against marketing KPIs and feed into reporting and strategy

Liaise with press including participating in print and pre-recorded interviews about the collection

Input on press releases relating to exhibitions and the collection

Management of agreed Photography policy within the museum and assistance with management of copyright issues and enquiries.

### **Capturing Knowledge**

Develop understanding of the Robert Opie Collection by capturing and collating the Founder's expertise in useful and buildable formats

Collaborate with Trustees and Founder to develop a forward plan for capture of specialist knowledge and input on board-level succession planning and risk management

Shadow the Founder on active collecting policy and produce written guidance on current process

Develop a forward job plan for this role including volunteer and intern support.

## General

Apply common sense to all areas of work and take a positive and innovative approach to problem solving

Support Museum Manager and Duty Managers in smooth running of the Museum, with due regard for health and safety requirements for staff and visitors, including safeguarding of children, young people and vulnerable adults

To attend all Museum Trello meetings, Marketing meetings and relevant workstreams

Support the marketing strategy by engaging with social media

To input in bi-annual reports and to fill in department KPIs

Alongside all colleagues, train as a Duty Manager and occasionally run the museum on a day-to-day basis, including 1 weekend or public holiday day per 6-8 weeks (approx.)

Such other comparable duties as may be required

As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.

## 3) Person Specification

	Essential	Desirable
<b>Qualifications</b>	Degree or equivalent experience	
<b>Skills and Experience</b>	<p>Exceptional standard of written English with focus on grammar and spelling</p> <p>Experience writing or editing for a public audience</p> <p>Experience using design packages like InDesign</p> <p>Experience contributing to displays and/or exhibitions, or similar</p> <p>Experience of best practice for handling museum objects</p> <p>Confident working at height, in confined spaces, and in difficult conditions</p> <p>Experience of pest management</p> <p>Experienced researching, using best practice</p> <p>Knowledge of accessibility needs in a public setting</p> <p>Experience talking to the public and to communicating across age ranges</p> <p>Experience using digital tools including social media, Google Ads and Analytics, apps, websites, Zoom</p>	<p>Familiarity with the standards of the UK Museum Accreditation Scheme, Spectrum Standards – or similar national standards</p> <p>Experience designing visual displays</p> <p>Enthusiasm for, or knowledge of, collections relating to brands, packaging, advertising or design</p> <p>AV/technical skills</p>

	Experience with MS Office including Excel  Experience managing volunteers (or paid team-members)	
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#### 4) Museum responsibilities

- Demonstrate a commitment to the principles of equal opportunities, inclusivity and fair treatment for all
- Respect all confidentiality, principles and practice of GDPR UK.
- Undertake further training as required
- Assist in maintaining the security of the Museum and Museum visitors
- Comply with Fire and Health and Safety policies and legislation and to ensure the compliance and awareness of volunteers and visitors to the building
- Follow the Museum's Environmental Sustainability Policy

#### 5) How to apply

Please send your CV and a covering letter demonstrating how you meet the person specification to [rebecca@museumofbrands.com](mailto:rebecca@museumofbrands.com). If you have any questions or would like to discuss the role further, please get in touch.

Please let us know if you need any assistance or additional resources to aid in your application.

Closing date: 9am on Wednesday 8 March 2023

#### 6) What we offer

We are committed to building a workforce that is open for all, and welcome you to apply, even if your experience doesn't fit perfectly. With your transferable skills, you could be the right candidate for this, or other opportunities that we have.

We know work/life balance and wellbeing is crucial to our colleagues. We offer flexible, hybrid working, full sick pay, maternity, paternity, and adoption leave and professional development and wellbeing resources.

We are working to understand our organisation better and to foster a culture that recognises and values different backgrounds, mindsets, skills, experience, knowledge, and expertise. By having greater diversity, we believe that we will be a stronger and better organisation. We therefore welcome applications from those who bring difference, and we particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector.