

MUSEUM *of* BRANDS

Collections Manager

Job Purpose

The Museum of Brands (MoB) is looking for a museum professional to lead in the management and care of the collection. The candidate will understand best practice within collections management and will have IT skills to lead the development of the museum's new digital collections management system.

The role will oversee the cataloguing and digitisation project of the museum's collection. An understanding of object conservation is also a key part of the position. The collections manager will also contribute to the museum's exhibitions, supporting the curator to identify suitable objects for temporary exhibitions as well as for smaller displays across the museum. Another area of responsibility will be to lead on planning related to the MoB object storage, collaborating with the director and curator to deliver this project.

The successful applicant will work closely with the museum's Learning and Marketing teams on current and upcoming projects, including the collection's digitisation, the museum's presence on the Bloomberg Connects app and creating stories to share with our audiences.

The role would be ideal for someone with experience in both collections management and curation. Ideally the successful candidate will have experience of working with collections management systems as well as intellectual property (IP).

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

About the Museum of Brands

Founded in 1984 by consumer historian Robert Opie, the Museum of Brands houses 12,000 objects tracing the history of branding in Britain over the past 200 years. The mission of the museum is to connect generations through consumer culture and the products and brands that continue to change British lifestyles. The Museum is located in Notting Hill, West London and is a short walk from Ladbroke Grove underground station.

Job Title	Collections Manager
Responsible to	Museum Director
Works with	Curator, Founder, Museum Manager, Learning, Venue and Marketing Teams
Contract	permanent, full time
Location	Museum of Brands, W11 1QT with some offsite and remote working
Hours	40 hours per week
Working pattern	Full time
Holiday	22 days, 8 days public holidays
Salary	£29K per annum

Key responsibilities

- Lead on all aspects of collections management, including cataloguing, collections development, loans, acquisitions, and rationalisation.
- Ensure the collection is cared for towards accreditation, Spectrum 5.1 and other best practice standards.
- Working with the curator to develop the museum collections policies and procedures.
- Lead the digital collections management system project.
- Collaborate with the curator and museum founder for the care of the collection and identify conservation issues.
- Work with colleagues across the organisation to ensure opportunities for income generation and funding can be identified.
- Contribute to Exhibition, Front of House, Learning and Marketing teams to collaborate on exhibitions, temporary displays, learning materials and other related content, including marketing materials.
- Work with colleagues to plan and develop museum storage both on and off-site.

Person Specification

	Essential	Desirable
Qualifications	Degree or equivalent relevant experience	MA, Postgraduate, or equivalent

Job Specific	<p>2 years experience of managing museum collections, including acquisitions, documentation, cataloguing, intellectual property, digitation and storage, in line with Accreditation and Spectrum 5.1 standards.</p> <p>Exceptional standard of written English</p> <p>Knowledge and understanding of digital collections management systems.</p> <p>Experience of managing, supporting and developing individuals alongside strong team collaboration skills</p> <p>Capable of effectively managing projects and resources (including budget and reporting to funders).</p> <p>Knowledge of identifying Conservation issues, IPM and best practices in Collections Care.</p>	<p>Experience of addressing backlogs in documentation is an advantage</p>
Core skills	<p>Highly capable with sound common sense</p> <p>Confident IT skills and knowledge of Microsoft 365/Sharepoint.</p> <p>Demonstrates flexibility and the ability to manage multiple tasks</p> <p>Good cross-functional communication and collaboration skills</p> <p>High level of attention to detail with focus on grammar and spelling</p> <p>Fast learner, able to pick up new skills with ease</p>	<p>Managing volunteers</p>

Museum responsibilities

- Demonstrate a commitment to the principles of equality of opportunity and fairness of treatment
- Respect all confidentialities, principles and practice of the Data Protection Act
- Undertake further training as deemed necessary
- Assist in maintaining the security of the Museum and Museum visitors
- Comply with Fire and Health and Safety policies and legislation and ensure the compliance and awareness of volunteers and visitors to the building

How to apply

Please email your CV and a cover letter outlining how your experience, skills and knowledge meet the job description to Paul.Botje@museumofbrands.com

Deadline for applications: February 13th, 2026

Interviews: We will review applications as they come in, so interviews online or in person at the museum may follow quickly.