

## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Curator		
<b>Post No:</b>	P00801	<b>Grade:</b>	H
<b>Team:</b>	Place	<b>Location:</b>	Mill Green Museum & Welwyn Roman Baths
<b>Responsible to:</b>	Museum Service Manager		
<b>Responsible for:</b>	Collections Volunteers		

### Overall job purpose:

To be responsible for the management, care, and interpretation of the Mill Green Museum and Welwyn Roman Baths collections; to lead on public engagement and interpretation of collections to the public; to deputise for the Museum Manager as required.

### Key areas of focus:

1. To be responsible for the Museum Service's collection. To maintain Museum Accreditation standard policies and procedures for the acquisition, documentation, conservation, display, security, and disposal of all items held
2. To implement the Museum Service's current collections and disposals policy, and to evaluate and revise it as needed
3. Work with the Museum Manager to organise programmes of exhibitions, events, and projects to meet the needs of the local community, as well as the financial targets set out in accordance with the council's policies and aims
4. To be responsible for the interpretation and presentation of the museum collection, and to design both permanent and temporary displays and interpretive material alongside the Museum Manager
5. To process all research enquiries and freedom of information requests to the Museum Service
6. In the absence of the Museum Manager, to be responsible for the management of all other Museum staff, volunteers, and demonstrators
7. To develop projects and manage related to collections engagement, overseeing funded collections project staff, such as community outreach officers
8. To manage, and recruit collections volunteers, Mill Green and Welwyn Roman Bath guide volunteers, and provide training as necessary
9. To work with the museum's Learning Officer to provide wider access to the collection by the community, and to train staff to be able to interpret displays to the public
10. To advise the council on all matters concerned with the collections policy and Arts Council accreditation and produce reports for senior Council Officers and for elected Councillors as required

11.	To assist the Museum Manager in devising the Forward Plan, with targets and objectives to meet both Museum Service and the council's strategic objectives
12.	To create collections-themed online engagement via the museum webpage and social media platforms
13.	To ensure a high standard of customer care and quality of service for all visitors and users of the Museum Service
14.	To be able to work some evenings, weekends and bank holidays as required due to the nature of the Museum Service
15.	To liaise with external organisations and other professional bodies, and to maintain effective communication with council staff, residents, elected councillors, outside agencies and other interested parties
16.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities
17.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post
18.	Any other duties that are commensurate with the level and grade of this post

### Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
To be educated to degree level in museum or heritage studies or a relevant field	x		AP
Experience of MODES or a similar collections management software system	x		AP/I
Experience in working in a museum or heritage organisation in a collections role	x		AP/IN
Experience in dealing with local history and heritage enquiries		x	AP/IN
Experience of collections care and conservation and collections documentation to museum accreditation and SPECTRUM standards	x		AP/IN
Experience in managing staff and volunteers	x		AP
Experience of developing exhibitions or interpretive material using items from a museum collection		x	AP/IN
<b>Knowledge</b>			

Understanding of the value of collections in relation to a museum's purpose and public engagement ambitions	x		AS/IN
Demonstrate an understanding of the principles of preventative conservation and willingness to learn how to apply these	x		AP/IN
Demonstrate a good understanding of legal and ethical guidelines regarding the acquisition, care, and disposal of collection objects	x		AP/IN
Understand the principles of good project management	x		AP/IN
Good understanding of the need for evaluation methods and evaluation strategies		x	AP/AS/IN
To be able to demonstrate an understanding of best practice in managing volunteers	x		AP/IN
A practical understanding of health and safety in the workplace, especially in relation to the handling and care of museum collections	x		AP/IN
Up-to-date knowledge of good practice and of current issues in the museum sector, with a dedication to professional growth	x		IN
<b>Skills and abilities</b>			
Excellent written and spoken English and an ability to adjust appropriately to different audiences	x		AP/AS/IN
Open, honest, and approachable	x		IN
Ability to work under own initiative and find solutions to problems without immediate recourse to a manager	x		AS/IN
Ability to prioritise and organise workload, and meet agreed deadlines	x		AS/IN
Confidence in delivering expert advice and acting as an advocate for the museum's work to councillors and other stakeholders	x		AS/IN
Ability to use web-based, social, and digital media for collections engagement		x	AS/IN
<b>Other attributes</b>			
The ability to assist with preparation of displays and moderate weight equipment to prepare for events	x		IN
Available for some weekend or evening work with prior notice	x		IN

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

**Our Values and Behaviours**



Our CORE values are key to delivering our vision, plans and strategies.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.