|  |  |  |
| --- | --- | --- |
| **BATH & NORTH EAST SOMERSET COUNCIL - JOB DESCRIPTION** | | |
| **DIRECTORATE** | **Sustainable Communities- Heritage Services** | **POST NO: 32253** |
| **POST TITLE** | **Collections Manager (Maternity cover)** | **GRADE: 8** |
| **RESPONSIBLE TO: Re-Fashioning Bath Project Lead** | | |
|  | | |
|  | | |

**1. PURPOSE OF JOB**

Under the general supervision of the Refashioning Bath Project Lead the Collections Manager this role will work collaboratively and play a significant strategic role within the Fashion Museum Team, co-leading the delivery of the Fashion Museum and Fashion Collection Archive together with the Senior Curator and Learning and Engagement Manager. The Collections Manager will work with the Fashion Museum team to support the development of the overarching vision and content of the Fashion Museum public programme, interim projects, research initiatives and acquisitions strategy.

All this will be done in accordance with the Council’s Visions and Values, policy and other objectives.

**2. PRINCIPAL ACCOUNTABILITIES**

**Service Delivery**

* To contribute to co-operative working across services in accordance with the Council's Vision and Values. To contribute to cross-service initiatives as required.
* To assist in ensuring the Team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively.
* To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the Fashion Museum team.
* To ensure effective and accessible communication with staff, service users, the general public and others as appropriate.
* To commission new photography of, and produce written content about, objects in the Fashion Museum collection, as part of the digitisation programme on the on-line work strand on the Fashion Museum Delivery Plan.
* To give talks, lectures and tours to engage audiences with the Fashion Museum collection to the general public and specialist groups and organisations, in order to promote engagement with the collection and to participate in the training of front of house staff.
* To update and maintain the Fashion Museum Business Emergency Plan and train relevant staff to the required level of preparedness.
* To formulate and manage the loans out programme at the Fashion Museum, working with borrowers and external agencies, as appropriate. To courier loans out of Fashion Museum objects and exhibitions.

**Functional**

|  |  |
| --- | --- |
| 1. | Contribute to the content for the new Fashion Museum in Bath – to include museum content themes and narrative, key objects as well as audio visual and digital content. To work with colleagues across the service on this including in the Marketing team, Commercial team, Learning team and Community Engagement team. |
| 2. | Working as part of a team take responsibility for the management and specialist care of the Fashion Museum Collection, in respect of storage, environmental control, security, valuation, insurance, conservation and documentation. To do so to the highest professional standards in accordance with the Arts Council England’s Accreditation Scheme, ensuring the collections’ long-term preservation for the benefit of the public. |
| 3. | Working with the Learning and Engagement Manager to contribute to the public engagement strategy for the Fashion Museum Collection to be stored in the new Fashion Collection Archive. |
| 4. | To work with the Marketing team to create and help deliver a digital engagement strategy for the Re-Fashioning Bath Project in-line with the audience development plan. |
| 5. | To champion Equality Diversity and Inclusion in all aspects of the role. With a special focus on promoting diverse and inclusive narratives in all public facing aspects of the role and using the collection to its fullest potential to do so. To develop the collection to tell more diverse and inclusive narratives. Also to champion accessibility at the gallery ensuring physical and intellectual access to exhibitions and programmes is embedded into our work. |
| 6. | To work with the Fundraising team to create and deliver an aspirational, yet achievable, fundraising plan for the Fashion Museum and Fashion Collection Archive – aligned to the audience development plan and wider capital investment plans for the sites. |
| 7. | To ensure that all enquiries, academic and general, relating to the Fashion Museum Collection are efficiently dealt with. To ensure that requests for loans and photographic services are dealt with to the appropriate professional standards. |
| 8. | To work with the Heritage Services colleagues to achieve standards of best practice in Collections care. |
| 9. | To work with the Fundraising, Marketing and Supporter Development team to deliver the Communication Strategy and Fundraising Strategy for the Re-Fashioning Bath Project. |
| 10. | To work with other staff to ensure that the opportunities for volunteers are maximised within the project and the operational plans of the new Museum and Archive. |
| 11. | To work with the Visitor Experience Team, Commercial Team and Facilities Team to ensure that the operational planning for the future museum is sensitive and responsive to the curatorial and collections content. |

**Management**

* To lead on key areas of work to promote access to and engagement with the Fashion Museum collection as outlined in the Fashion Museum Delivery Plan and in consultation with the Senior Curator.
* To formulate and run the digitisation programme at the Fashion Museum working with the Senior Curator; and also with colleagues from Heritage Marketing and other sections in the Council and external agencies, as appropriate.

**Working in a team**

* To ensure the effective and efficient implementation of Council policies and the achievement of the Council's objectives, including financial ones.
* To work with colleagues to develop public programmes, community events and learning activities; and also with other colleagues across the Council and Service as appropriate.

**Service Development and/or Delivery**

Participate in the development of ***the Heritage Services Business plan*** and support its effective communication and implementation in service areas.

Support the ongoing review and development of ***any policies procedures and processes.*** Keep up to date with external developments in practice to inform changes in policy and procedure and for use as appropriate when advising line managers.

**Other**

The role will represent and advocate for the Fashion Museum with a broad range of stakeholders, service users, and the general public both within the Council, and also beyond.

The Collections Manager will also liaise and work in partnership with external colleagues in the wider museum and fashion-related community.

Adopt a proactive approach to developing and maintaining excellent relationships and communication channels with a wide range of contacts including managers, external clients and suppliers, staff and employee representatives.

Represent the Fashion Museum as required, including attendance at internal and external meetings.

Participate in project activity and lead on specific projects or pieces of work on behalf of the Fashion Museum, taking responsibility for the achievement of outcomes within required timescales

Ensure conformance to equal opportunity and data protection policies

**3.VALUES AND BEHAVIOURS FRAMEWORK: Improving People’s Lives**

|  |  |
| --- | --- |
|  | We are *bold* in our approach, set aspirational goals for ourselves and create innovative solutions to tackle problems and adapt to changing circumstances. This value demonstrates that we are proactive, take action and deliver outcomes which improve people's lives. |
|  | We *empower* our staff and the people of Bath and North East Somerset so that they have the confidence and ability to find solutions for themselves and others. This value demonstrates how we develop our staff so that they are knowledgeable, are trusted to make decisions, able to challenge us and have the authority to be enablers. |
|  | We are ***supportive*** and work together to build trusting relationships. Our staff give help and encouragement to the people of Bath and North East Somerset and each other. This value describes how we are curious, collaborative and care for each other, our residents and the environment. |
|  | We are **transparent**, honest and accountable. This value demonstrates that we act with integrity, are open to criticism, are honest about our mistakes and want to improve and do better so that we deliver on our promises. |
|  | |

These Values are underpinned by a set of behaviours for all staff, managers, and leaders. These Values and Behaviours are used to support and inform our recruitment decisions, staff development and organisational behaviour.

**4. DIMENSIONS**

Heritage Services is a business unit within the Council with bespoke financial and governance arrangements agreed by the Council in 2004. It works to rolling 5-year financial targets agreed by Cabinet annually and supported by business planning, review and monitoring processes that have been cited as ‘national best practice’ by the Audit Commission, and ‘local excellent practice’ by the Council’s internal auditors.

The Re-Fashioning Bath Project is a major cultural infrastructure investment by Bath and North East Somerset Council. It will see the Council’s collection of over 100,000 items of historic and contemporary fashion presented in a new Museum in the Centre of Bath and stored in a new purpose built collection store – the Fashion Collection Archive.

**External bodies:**

The Collections Manager is expected to maintain regular contact and good relations with the following external agencies and partners:

* The Fashion Museum Foundation
* Other relevant Museums, Galleries and Heritage Institutions in the City, in the region and across the UK
* Institutional and Independent curators locally, in the region and across the UK
* Funding bodies such as Arts Council England and other trusts and foundations
* Private individuals who currently do, or could in the future, support the Re-Fashioning Bath Project

**5. PHYSICAL EFFORT AND WORKING ENVIRONMENT**

The work does not require great physical effort or exceptional fitness. It will involve assisting in the install and decant of exhibitions and the movement of collection items. The post-holder will be based both at Central Bath office locations and the temporary home of the Collection at Dents headquarters in Warminster.

The work will mostly take place in a normal office environment but will involve occasional site visits into conditions that may be poorly lit with uneven surfaces. The job may involve occasional attendance at a range of venues, usually other offices or public venues. All Council’s buildings are non-smoking environments.

**6. GENERAL**

Undertake such other duties and responsibilities as are specified by the Head of Service and are commensurate with the level of the post.

This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The team structures within Heritageoperate with a high degree of collaboration and flexibility, individual service portfolios may therefore change over time and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.

|  |  |  |  |
| --- | --- | --- | --- |
| **6. PERSON SPECIFICATION** | | | |
| **POST TITLE** | **Collections Manager (Maternity Cover)** | | |
| **QUALIFICATIONS:** | | **Essential** | **Desirable** |
| First degree in a relevant subject | |  |  |
| **PERSONAL QUALITIES** | | | |
| Strong team player with a collaborative work style, with the ability to be proactive, think creatively and identify development opportunities and continuing ways of improvement | |  |  |
| Understand our Values and behave in a way that is consistent with them. | |  |  |
| **KNOWLEDGE & EXPERIENCE** | | | |
| Fully conversant with current issues and trends in the Museums sector including the decolonisation of museum collections | |  |  |
| At least five year’s experience working in a museum, arts or similar institution, | |  |  |
| Demonstrable experience of delivering Fashion related museum exhibitions and displays. | |  |  |
| Proven knowledge and an established reputation of dress history and experience of working with historic dress | |  |  |
| Good working knowledge of conservation and collections management issues relating to Fashion collections | |  |  |
| Demonstrable experience of working with a diverse range of audiences and delivering programming and experiences with and for them | |  |  |
| **SKILLS & ABILITIES** | | | |
| The ability and flexibility to work across and support a wide range of services within the Council and the ability to work with other partner or commissioned organisations. | |  |  |
| Excellent written and verbal communication skills; able to communicate and tailor delivery to different audiences in a variety of accessible formats. Able to influence and negotiate effectively at all levels both inside and outside the organisation | |  |  |
| Strong planning and organizing skills, balance competing priorities, work across teams and deliver against targets. Able to work with initiative, accurately under pressure with frequent changes of priority | |  |  |
| Ability to work under own initiative | |  |  |
| Strong IT skills including Microsoft Office and an ability to manipulate data in excel to produce relevant management information | |  |  |
| **Other** | | | |
| Driving license | |  |  |