**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

**Coventry**

**CV1 5QP**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Collections Curator |
| **Reporting to:** | Curatorial Manager |
| **Responsible for:** | N/A |

**SCOPE**

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment of employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

To plan, manage and deliver the care and development of the museum collections held by Culture Coventry on behalf of Coventry City Council and to be part of the team that assures ongoing development, access and use of these collections by a diverse range of audiences.

**MAIN DUTIES OF THE ROLE**

1. To support and advise the Curatorial Manager in establishing and implementing the overall objectives relating to the collection held by Culture Coventry on behalf of Coventry City Council. These objectives relate to use access, collections development, documentation, collections care, display, conservation and storage.
2. As appropriate, to carry out research, network opportunities and training to develop knowledge and good practice around the collections
3. According to recognised standards, to ensure that all appropriate documentary records in respect to the Culture Coventry collections are accurately recorded, maintained and updated on the museum’s collections management system.
4. To develop and maintain a quality information service about the collections through the provision of appropriate information to the public, staff in CV Life and other arts and heritage-based organisations.
5. To provide information, reports and statistics relating to the collections for the Management, Directors and Trustees.
6. To develop ways of accessing the collections through temporary exhibitions, permanent displays, guided tours and events to encourage their use by as wide an audience as possible and in accordance with museum standards.
7. To assist in the maintenance and development of the permanent museum displays to ensure a high standard of presentation.
8. To support the delivery of Culture Coventry’s Creative Programme including touring exhibitions. To help support CV Life’s Audience Development programme.
9. To promote public awareness of the museum collections through lectures, talks, guided tours, demonstrations and publications to specialist and non-specialist individuals and groups.
10. To work with marketing staff to promote the collections through a range of media locally and at a national level where appropriate.
11. To work with the retail and corporate hire teams to develop commercial opportunities for the use of collections.
12. To maintain appropriate collection care standards relating to legislative obligations, storage, movement, handling and display of objects.
13. To work with the collections care teams (collections care technicians, collections care officer, freelance conservators and volunteers) to support the conservation and care of the Culture Coventry collections, including Integrated Pest Management.
14. To carry out condition reporting and advise on environmental conditions relating to loans from the collections to other organisations and loans in from other individuals and organisations.
15. To be willing to be part of the response team for Culture Coventry’s Emergency Response Plan.
16. To develop the collections through the process of acquisition and disposal according to the Culture Coventry Collections Development Policy.
17. To share responsibility for the management of loans from the collections to other institutions including documenting and monitoring the conditions of objects and advising the Curatorial Manager on the approval and recall of such items.
18. To courier loans to exhibitions and events when required and ensure that loaned items are safely installed and monitored.
19. To review and evaluate the development needs relating to the collections including acquisition and disposal, staffing, storage requirements, operation systems and to provide accurate and detailed reports to the Curatorial Manger and Head of Collections for evaluation and action.
20. To work with colleagues across CV Life on funding bids to generate income opportunities for the collections relating to their development, conservation, display and use.
21. To supervise collections trainees, apprentices, volunteers and work placements as necessary.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To support the Company’s commitment to providing a safe environment for children, young people ad vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.
* To co-operate with managers and colleagues to ensure environmental responsibilities are complied with.

**Date Created: December 2019**

**Date Reviewed: November 2022**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* A methodical and accurate work method.
* A professional and friendly manner.
* Ability to use initiative, decide upon priorities, organise and manage own time with minimal supervision.
* Ability to produce creative solutions.
* A team player with an approachable manner.
* Customer focused with the passion and ability to identify customer audience.
* Self-motivated with the ability to take initiative.
* Good communication skills both face to face and in writing.

**Essential Knowledge and Experience**

* Ability to manage designated budgets.
* To manage projects.
* A demonstrable knowledge and interest museum collections and a willingness to support the curation of all Culture Coventry Collections.
* Experience of working in a museum or heritage environment with collections.
* A thorough knowledge of best curatorial practice for the practical care of museum collections to Accreditation standards.
* A thorough knowledge and understanding of ethics, issues and current best practice in the interpretation of and access to museum collections.
* Experience in the effective management of staff or volunteers.
* A basic understanding of conservation methods and their application.
* Experience of cataloguing a museum collection.
* To support the remainder of the CV Life team when required for conferences, gallery openings and any other events over and above the normal day to day running of the museums ensuring that commercial opportunities are maximised.
* A relevant degree or equivalent qualification or experience.
* A post-graduate qualification or equivalent experience in museums or heritage.

**Essential Special Skills**

**Special Circumstances**

* A flexible approach to work with the willingness and ability to work outside standard hours on occasions.