

RUSTINGTON MUSEUM

MUSEUM MANAGER CANDIDATE PACK



Thank you for your interest in joining Rustington Museum.

Rustington Museum aims to promote the Parish of Rustington's cultural heritage through the interpretation of the Museum Collections that it holds in trust for past, present and future generations.

Rustington Museum's principal objective is to focus on the history of the Parish of Rustington and provide access to the collection, conservation, interpretation of relevant material through exhibitions, displays, events and educational programmes and activities. It does so for the enjoyment and benefit of the local community and for all visitors regardless of age, ethnic origin or ability.

A successful Heritage Lottery Fund grant was awarded in 2018 for the development of a new home for the Museum. The old building closed to the public in February 2019 and the new premises opened to the public on 1 November 2019. The new space, at the Samuel Wickens Centre, is much better suited to showing the history of Rustington in a cohesive format and includes visitor experiences, such as an oral history bank and interactive stations. A temporary exhibition area allows a changing programme of events and a space to hold family activities and host talks for visiting community groups during the day. In the evening, the main gallery has space to host talks.

The Museum shares the building with a Community Hall and the Village Information Centre. Facilities for the storage of the Museum collection remain at the Parish Council Offices, though a small store is located on site.

The postholder will oversee the delivery of the Museum's Exhibition and Events Programme and the growing engagement with new and existing audiences.

They will take the lead on cataloguing, care, research and interpretation of the Museum's Collection.

The post holder will work in close collaboration with the Rustington Heritage Association and a variety of external stakeholders and partners.

For further information regarding this post please contact:

Rosie Costan

Deputy Clerk of the Council

Email: rosiecostan@rustingtonpc.org

Telephone: 01903 786420

JOB DESCRIPTION

Location:	Rustington Museum
Job Title:	Museum Manager
Responsible to:	Deputy Clerk of the Rustington Parish Council and the Leisure and Amenities Committee
Overall Responsibility to:	Clerk of the Council
Responsible for:	The Museum Assistant and Volunteers
Grade:	SCP 16 £29,572.00 (Pro-Rata)
Hours:	28 Hours per week Normally worked between 9am and 5pm Monday-Friday with occasional evening/weekend meeting/event attendance required.

Main purpose of the Role:

To be responsible for the effective co-ordination of all daily activities on site, ensuring the smooth and safe running of all Museum operations, and overseeing the care of the Museum Collection.

Key Tasks:

- **Development activities:**
 - Lead the development of an engaging temporary Exhibitions Programme from the research and development stage through to realisation
 - Lead the research and development of funding bids and other income streams to enhance the offer of Rustington Museum
 - Lead the development, implementation and review of the Museum's Forward Plan, ensuring the service can develop on a sustainable basis
 - Develop, deliver and evaluate an effective Marketing Plan for the Museum utilising a range of media
 - Develop and implement community engagement initiatives, including public talks, to reflect the demographic of Rustington and the surrounding Villages and Towns
 - Represent the Museum to external stakeholders (such as HLF, WSCC, etc.) and networks (Sussex Museums Group etc.), and liaise with neighbouring heritage and tourism businesses to promote Rustington Museum as a major asset to the Village

- **Museum Accreditation:**
 - Ensure that the Museum meets Arts Council England Accreditation standards in all areas of organisational health, collections management, and visitor experience
 - Review and update Museum policies as required
 - Deliver the Areas of Development as highlighted in the recommendations of the 2022 Accreditation Award

- **Management:**
 - Manage the day-to-day safe operation and maintenance of the Museum facility for its staff, volunteers and visitors
 - To act as the link between the Parish Council, the volunteers, and any employed consultants
 - To provide regular supervision to the Museum Assistant
 - Develop and coordinate the work of volunteer activity, to ensure the efficient running of the service
 - Attend/report to the Leisure and Amenities Committee
 - Manage a dedicated Museum budget
 - Maintain financial, health and safety, data compliance and other systems and procedures

- Respond to enquiries from the public and co-ordinate research access to the Collection

- Act as Key Holder as necessary

- Adhere to Museums Association Code of Ethics, together with Rustington Parish Council and the Museum's approved policies

- To undertake additional duties as appropriate to the Grade and nature of the work as may be reasonably expected by the Clerk of the Council

This Job Description sets out the duties of the post at the time when it was drawn up.

Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSONAL SPECIFICATION

Job Title: Museum Manager

To be assessed by application form, interview and reference

		Essential / Desirable
Museum Requirements	<ul style="list-style-type: none"> ➤ At least 3 years' experience of working in the Heritage Sector with an appreciation and understanding of Collections Care ➤ Commitment to and understanding of the role and purpose of Museums ➤ Ability to work within/lead a team of colleagues and volunteers ➤ Ability to develop new exhibitions and programmes, and manage projects ➤ Ability to develop effective Forward Plans ➤ Degree in a relevant subject 	<p style="text-align: center;">Essential</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">Desirable</p>
Skills and Knowledge	<ul style="list-style-type: none"> ➤ Good Management Skills ➤ Flexible Approach to Work ➤ Good Communication and Report Writing Skills with an ability to work diligently with an eye for detail in both written and visual material ➤ A proficiency in research and analysis ➤ Promotion and Marketing Skills ➤ Ability to produce and maintain engaging website content ➤ A good understanding and practical experience of using Word, Excel and PowerPoint ➤ Knowledge of MODES or similar Collections Management System ➤ Knowledge of the functions of Local Government - in particular Parish Councils ➤ Knowledge of WordPress 	<p style="text-align: center;">Essential</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">"</p>
Experience and Training	<ul style="list-style-type: none"> ➤ Experience of exhibition and/or programme development ➤ Experience of managing a Heritage Collection including loans, acquisitions and disposals ➤ Experience of developing policies and plans ➤ Experience of development and delivery of community engagement initiatives for a diverse range of audiences ➤ Willing to undertake training as necessary ➤ Experience of public speaking ➤ Experience of attracting external funding ➤ Experience of budget management ➤ Experience of working with volunteers 	<p style="text-align: center;">Essential</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">"</p> <p style="text-align: center;">"</p>
Commitment	<ul style="list-style-type: none"> ➤ Commitment to ongoing professional development 	<p style="text-align: center;">Essential</p>

	<ul style="list-style-type: none"> ➤ Commitment to equality of opportunity and valuing diversity ➤ Commitment to liaising and working with external stakeholders ➤ Commitment to Professional Standards 	<p>"</p> <p>"</p> <p>"</p>
Work Demands	<ul style="list-style-type: none"> ➤ Ability to work both independently and as part of a small team to problem solve, adapt and learn new skills ➤ Attendance of occasional evening/weekend meetings and events 	<p>Essential</p> <p>"</p>
Personal Attributes	<ul style="list-style-type: none"> ➤ Positive approach to problem solving ➤ Professionalism in representing the Museum ➤ Maintaining confidentiality and discretion when required ➤ Customer focused 	<p>Essential</p> <p>"</p> <p>"</p> <p>"</p>

How to Apply

Please complete the Application Form and the Equal Opportunities Monitoring Form.

Please note that the Equal Opportunities Form is used for monitoring purposes only and does not form part of the selection process.

Both forms should be emailed to: rosiecostan@rustingtonpc.org by midnight **22/11/2024**

Please note late applications or applications via a CV will not be considered.

Interviews for this role will take place on week commencing 09/12/2024. Candidates who have been shortlisted for interview will be contacted after the closing date. We will be unable to contact or give feedback to candidates who have not been shortlisted for interview.

Rustington Parish Council is an equal opportunities employer and welcomes applications from all sections of the community.

Start Date: 20/01/2025 onwards