

1 GENERAL INFORMATION

Employer	Bridport Museum Trust
Location	The majority of work will need to take place in Bridport and the surrounding area with our key audiences. Office space will be made available, and we will consider off site working if appropriate.
Fee	<p>The total fee for this contract is £9,600 including travel, subsistence, expenses and VAT if applicable. 32 days (including 5 days for the final report) @ £300 per day. Payment will be made against agreed outputs and paid in instalments to be agreed on appointment. The fee will be paid against submitted and authorised invoices.</p> <p>This is a freelance contract: you will be responsible for your own National Insurance and Tax.</p> <p>The consultant will be required to have professional indemnity insurance up to the value of £250,000.</p>
Number of days	32 days to be delivered in agreement with the Museum Manager between February 2023 and September 2023
Working pattern	Within the confines of the project and museum operational needs, a suitable flexible working pattern will be agreed with the successful candidate.
Reporting and contacts	<p>You will report to the Museum Manager. You will work closely with other members of the team, in particular:</p> <ul style="list-style-type: none"> • Collections Consultant • Collections Officer • Collections Volunteers • Evaluation Consultant
Health & Safety	<p>You will be responsible for managing your own health & safety, complying with all relevant legislation.</p> <p>When you are working at Bridport Museum's sites, the specific health and safety regulations of the Trust must be adhered to. An induction briefing will be provided.</p>
Closing date	30th January 2023

2 BRIDPORT MUSEUM BACKGROUND

Bridport Museum inspires and engages people, helping them understand the significance of Bridport's past, appreciate its present, and imagine its future. We actively and creatively share our knowledge and passion and create exciting experiences that encourage everyone to engage with heritage. We seek to challenge pre-conceptions about what a museum is and does.

In 2017 we opened our refurbished (£1.3M Heritage Lottery Fund supported) museum, receiving critical acclaim for the quality of project management and interpretation.

Around 5% of the collection is on permanent display. The remainder continues to be a challenge to manage and, in some cases, justify. We need to ask ourselves and the community we serve some tricky questions:

- What shall we do with the rest?
- Why do we have certain objects?
- Should we have them?
- Who cares?

3 THE RIGHT STUFF BACKGROUND

Bridport Museum is delivering the final year of a 3 ½ year project with funding from the Esmée Fairbairn Collections Fund called **'The Right Stuff'**, a Community Engaged Collections Review

The project is a collections review with a difference. The Trust has been working closely with community partners, to explore what a museum collection means to them. We have been bold – asking ourselves what we should keep, why and where.

4 PURPOSE OF THE ROLE

The purpose of the brief is to seek an experienced Project and Engagement Manager to manage and drive forward all aspects of the final phase of the project. We need someone with energy to kick start the last 8 months of this project including partnership work and end of project evaluation. The Right Stuff has been on pause due to the impact of Covid and staffing changes, although two of the original project team are still working on it. We are seeking an individual who can motivate and manage an effective small team which will include other consultants, Museum staff, trustees and volunteers to deliver an outstanding project which is a model for sector excellence.

5 ROLE DESCRIPTION

We are looking for an approachable and friendly manager who is able to work to deadlines. Experience working in a museum is desirable.

The consultant will:

- Work effectively with the Museum Managers and Project Team (which will include a Collections Consultant and Collections Officer) to develop and deliver the overall strategy, vision, content and completion of the project.
- Manage all reporting to funders including financial reporting.
- Convene and minute all project team meetings.
- Administer the project budget.
- Lead development and delivery of internal and external PR/communications to support the project
- Write the final evaluation report and liaise with partners SWMD for sharing learning in the sector. Five days are allocated to this report. An interim report will be available March this year.

For the engagement element:

- Plan and manage the delivery of the engagement activities as detailed in the Activity Plan.
- Assist in the development and implementation of evaluation for each activity.
- Record data and feedback on all activities and regularly report back to the project team.
- Collate all evaluation information in a suitable format to inform the end of project Evaluation Report.
- Work positively alongside volunteers, staff and consultants who are supporting this project.

6 QUALIFICATIONS, SKILLS AND EXPERIENCE

The criteria below will be used for selection and should be evidenced in a CV, letter of application and interview.

Experience and Qualifications
<ul style="list-style-type: none"> • A demonstrable track-record of delivering major projects to a very high standard • Experience in leading and delivering complex projects with multiple external stakeholders • Excellent track record of sound financial management. • Experience of managing or working with volunteers • Experience of organising and promoting events and activities aimed at different audiences • Experience in developing PR and communications for projects, covering a variety of media and stakeholders • Experience of delivering community led exhibitions and installation
Aptitude and abilities
<ul style="list-style-type: none"> • A highly developed level of written communication. • Excellent communication and interpersonal skills. • Exceptional time management and organisational skills • IT Skills including Microsoft Office, particularly Word & Excel • Good planning, organising and problem-solving skills
Attitude & Motivation
<ul style="list-style-type: none"> • Highly motivated with the ability to drive the project forward and maintain high standards and output • Friendly, helpful and can-do attitude • The drive to take ownership of any particular task and see it through to completion • Comfortable working alone and as part of a small team
Particular circumstances relating to this post
<ul style="list-style-type: none"> • Flexibility and availability; able to respond to the requirements of Bridport Museum Trust and other stakeholders • The majority of work will need to take place in Bridport and the surrounding area with our key audiences. Office space will be made available, and we will consider off site working if appropriate • Full driving licence and use of own car • Own IT equipment

Application and Selection Process

Please send a letter (no more than two pages) highlighting why you are interested in this role, how your experience equips you to manage the project and how your attributes and experience meet the role requirements. Please also include a copy of your CV (no more than 2 pages).

Sophie Bull and Helen Horler are joint Museum Managers at the Museum.



Bridport Museum Trust Project & Engagement Manager Role Description

Applications must be submitted by email to Museum Managers manager@bridportmuseum.co.uk by noon on Monday 30th January. Interviews are likely to be held on Zoom on 8th February.

Please indicate how soon you will be able to start work on the contract. The contract would need to begin as soon as possible after appointment.

For an informal discussion or additional information please email manager@bridportmuseum.co.uk