

1 GENERAL INFORMATION

Employer	Bridport Museum Trust
Location	Bridport, Dorset
Salary	£21,000 for 0.6 post (£35,000 FTE)
Closing date	12 noon on 17 th February 2023

Part time temporary role (Maternity Cover)	22.5 hours per week. Equivalent of 3 days a week but worked over 4 days. This is a maternity cover contract. This is a joint role. You will work closely with the other Museum Manager, who works 2 days a week.
Holiday entitlement	16 days per year (FTE 27 days), plus public holidays per annum pro rata. plus the working days between Christmas and New Year. You will be required to work some public holidays during the year at peak periods, for which time in lieu will be awarded. Long periods of annual leave are unlikely to be approved for the peak summer months of July and August.
Location	Working in Bridport across three Trust sites (Bridport Museum, office, and collections stores)
Reporting to	The Chair of Trustees

2 OVERVIEW

Having undergone reviews of our governance and organisation, we recently created a new role of Museum Manager. The new role was appointed in October 2022 as a job-share between two people making one full time equivalent. We are recruiting a maternity cover for one part of this role. We are looking for someone who is dynamic, enthusiastic, and ambitious, who can hit the ground running and quickly build meaningful relationships. We need someone who can engage and inspire our existing volunteers and continue to grow our volunteer community, as volunteers are the corner stone of our organisation. We also need someone who understands the value of putting collections at the heart of everything that we do.

Working closely with the other Museum Manager and reporting to the Chair of Trustees, you will be responsible for developing and maintaining the strategic direction of the Museum, ensuring we are achieving our mission and that we are financially sustainable. You will be responsible for overseeing the smooth running of the Museum, including all functional activities.

While this post will cover 0.6 of the job, this is the job description for the joint full time equivalent. The allocation of responsibilities between the two postholders will be discussed and agreed after the appointment.

Bridport Museum Trust

Museum Manager (Maternity Cover)

Job Description

We particularly welcome applications from those with strengths in the following areas:

- operations
- volunteer management
- programming
- museum retail

If you do not have specific experience in these areas, we still encourage you to apply.

Being onsite over four days of the week when the Museum and Local History Centre are open is essential.

3 PURPOSE OF THE ROLE

To work with the Board of Trustees to make the Museum more sustainable and successful through the effective operation of the Museum and the Local History Centre; to manage and motivate the team of volunteers; and to develop the collections.

To lead the team of volunteers in delivering a museum that engages current and future audiences with the collections and the stories they can tell, and that creates and fosters meaningful connections between the collections and local communities.

4 ACCOUNTABILITIES

- Managing the Museum effectively
- Ensuring that the collections and the community are at the heart of everything the Museum does
- Achieving excellent standards of visitor experience through effective volunteer management
- Growing and diversifying audiences through programmes of events and community engagement
- Maximising income through increased visitors and commercial activity to achieve financial sustainability
- Contributing to the strategic development of the Museum

5 AREAS OF RESPONSIBILITY

5.1 Collections

- Support volunteers to manage and care for the Trust's collections, through acquisition, cataloguing, disposal, interpretation, and display, ensuring high standards of monitoring and housekeeping, especially in museum stores
- Encourage use of the collections for research with public benefit to deepen knowledge of the collection and inform future projects and displays
- Ensure the Local History Centre is accessible to users through effective volunteer management

5.2 Users and their experience

- Develop strong community partnerships and create a vibrant community engagement programme to inspire more people to explore and enjoy the Museum's collections and the stories that it tells
- Specifically, work towards widening the Museum's audiences through displays and exhibitions, community-based projects and learning partnerships, stimulating the production of publications, a variety of events and exhibitions, both on and off-site
- Build an effective cohort of outreach and learning volunteers to extend the Museum's reach and contribute to delivering the new audiences as outlined in the Strategic Plan
- Carry out reliable and regular audience research, training volunteers to carry this out, as part of the Marketing Plan, and bring forward plans to react to the findings.

5.3 Volunteer management

- Lead, manage and motivate the team of volunteers in delivering high standards of visitor service on all sites
- Actively foster and maintain a positive and enthusiastic work environment and team spirit
- Ensure that all volunteer policies and processes are up to date and that appropriate records are maintained

5.4 Operations

- Operate the Museum efficiently, complying with sector standards (specifically Museums Accreditation) and the relevant legal frameworks
- Responsible for all areas of the day to day operation of the Museum, including
 - Health and safety
 - Security and emergency procedures
 - Overseeing, managing and developing commercial activities

- Effective marketing of the Museum and its activities
- Support the annual budget setting process and monitor the budget on a monthly basis
- Monitor, review and analyse visitor/user statistics and visitor feedback and report regularly to Board as part of KPIs
- Ensure all policies and procedures, are developed and maintained as required, in line with UK law, the charity commission and the Museum's Accreditation scheme
- Lead on environmental impact and sustainability working with the team to build awareness and implement any improvements.

5.5 Income generation and fundraising

- Maximise income through increased visitors and commercial activity
- Maximise Gift Aid tax recovery on admissions and donations income through effective training of volunteers
- In consultation with Trustees, explore sources of income through grant aid, donations and other sources
- Ensure that the Museum delivers effectively against the KPIs of the principal stakeholders with which the Trust has Service Level Agreements in order to enhance these partnerships

5.6 Organisational health

- Work with the Board of the Trust to ensure they have the best professional advice in order to make the right decisions for the future of the Museum
 - Ensure the Board is provided with sufficient information, including quarterly management accounts, to undertake their responsibilities
 - Attend Board meetings and relevant committee meetings
 - Present reports on progress against KPI targets to the Board on a regular basis
 - Oversee all corporate governance including the risk register
- Assist in recruiting and inducting new Trustees
- Ensure excellent communication between Trustees and volunteers by acting as conduit between the two groups
- Manage any procurement, contract, and tendering processes
- Ensure all insurance policies are appropriate, up to date and ensure value for money
- Ensure effective support for IT projects across the organisation, including systems development and those that support internal and external communication, such as the website, internal email, phones and communication systems including new database initiatives
- Have overall responsibility for organisational General Data Protection Regulation (GDPR)
- Carry out any other reasonable duties as requested by the Trustees

6 PERSON SPECIFICATION

6.1 Essential criteria

Education	<ul style="list-style-type: none"> • A degree in a relevant subject
Experience	<ul style="list-style-type: none"> • Experience in a museum or heritage setting • Managing and delivering consistently high standards of visitor and customer service • Proven track record of excellence in managing a large team of volunteers

	<ul style="list-style-type: none"> • Experience engaging communities and diverse audiences including schools and families. • Experience in an operational role including duty management • Experience of programming public events and activities
Knowledge	<ul style="list-style-type: none"> • Community engagement and audience needs, including families and schools • Knowledge of compliance in terms of health and safety, safeguarding and GDPR
Skills	<ul style="list-style-type: none"> • Proven ability to lead, inspire and motivate a large team of volunteers • Demonstrable ability to take responsibility for own work and that of volunteers • Proven ability to think and act strategically • Able to communicate with a wide variety of people verbally and in writing • High level of numeracy and literacy. IT literate and familiar with MS office
Aptitude	<ul style="list-style-type: none"> • Demonstrates the Bridport Museum Trust values in their work, as a representative of the Museum internally and externally • Customer focused, always considering the needs of the visitor first • Able to act on own initiative and be self-motivated • Professional, assertive, enthusiastic and diplomatic • A flexible approach to work, able to undertake a range of activities and to work to deadlines • Ability to quickly build relationships with internal and external stakeholders
Circumstances	<ul style="list-style-type: none"> • Can work on site in Bridport and spread 22.5 hours across 4 days • Available to work flexibly including at weekends, evenings and Bank Holidays

6.2 Desirable criteria

Education	<ul style="list-style-type: none"> • A further qualification in Museum Studies or a related subject
Experience	<ul style="list-style-type: none"> • Experience of collections management • Proven track record in retail or other commercial activity • Proven track record in fundraising and income generation • Experience planning marketing campaigns • Experience using volunteer management software (i.e BetterImpact) • Experience using MODES • Budget management • Experience of exhibition planning, coordination and design
Knowledge	<ul style="list-style-type: none"> • Knowledge of cultural sector marketing best practices • Knowledge of curatorial best practice guidelines • Knowledge of Accreditation standards
Skills	<ul style="list-style-type: none"> • Conflict management

Please send a letter (no more than two pages) highlighting why you are interested in this role, detailing how your attributes, skills and experience meet the role description and person specification. Please also include a copy of your CV (no more than 2 pages).



Bridport Museum Trust Museum Manager (Maternity Cover) Job Description

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

Applications must be submitted by email to Museum Managers manager@bridportmuseum.co.uk by noon on Friday 17th February. Interviews are likely to be held in Bridport on Monday 27th February.

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