

Collections Manager

Part-time, 1.5 days per week (11.25 hours per week)
2 year fixed term contract, with the possibility of renewal
£8,250pa

Overview

Amersham Museum is an award-winning, accredited, independent museum, sharing the stories of local people and places. The museum is housed in part of a Grade II listed medieval hall house in the heart of Amersham, a historic market town. The museum has a beautiful physic garden, next to the River Misbourne.

The museum attracts around 10,000 visitors a year (pre Covid). We run a wide range of activities for people of all ages, including reminiscence groups, singing, art and literature workshops and an accredited art club for children. We have a vintage vehicle, used as a mobile museum for outreach events in the community. We are brilliantly supported by a team of 125 volunteers and a Friends group.

We are now expanding our staffing to reflect the growth and development of the museum. The Collections Manager will be managed by the museum's Director. They will work alongside a Learning Officer, who is responsible for running the formal learning programme and parts of the informal programme. The staff team is supported by volunteer teams who help with all aspects of the day to day running of the museum. The museum's trustees are also actively involved.

www.amershammuseum.org

Collections at Amersham Museum

Amersham Museum opened to the public in 1991 in part of a restored, Grade II listed, timber-framed hall house, built c.1480. In 2017 the museum completed an expansion into the neighbouring building, resulting in new stores, a learning and exhibition space, improved facilities and a redisplay of the collection.

The collection was started before 1983, when no building had been identified as a location for a museum. The collection has always focused on items relating to the local area and now includes over 1,900 objects, 2,000 documents, around 5,000 photos, and reference collections of maps and books. There is an oral history collection comprising over 160 interviews.

The collection ranges from prehistoric tools, to 20th century objects relating to local industry and entertainment. The collection is housed in two dedicated stores in the museum, with some items stored in overflow spaces elsewhere onsite. There is no significant backlog and the museum is actively collecting to fill gaps, especially in developing the 20th century collection. There are active volunteer teams undertaking research, cataloguing and collections care.

We receive regular enquiries about local history or requests to view the collection, particularly the archive or photographs. The museum has a regular programme of changing exhibitions, which draw upon the collection.

Collections Manager Role Description

The Collections Manager will be responsible for the day to day management of the collection, including accessions and cataloguing, documentation and collections care. They will also manage collections development and deal with research enquiries, and support the Director with the development of new exhibitions.

Responsibilities include:

- Realising the policy and plans for collections care, including environmental monitoring, packaging and storage
- Realising the policy and plan for documentation of the collection, including accessioning items on Modes, labelling and object movement
- Monitoring and managing loans in and out
- Managing the collections volunteer team
- Responding, with the support of the research volunteers, to research enquiries
- Supporting the Director with the development of new research projects, exhibitions and interpretation projects
- Writing occasional articles, social media posts about the collection, or contributing to the monthly online Local Stories programme
- Supporting the ongoing digital offer, with input into to how to make the collection more accessible (particularly online)
- Working within a budget and submitting regular progress reports to the Director
- Supporting the duty manager of the museum (when the museum is open)

Salary

The salary is £8,250pa, the FTE is £27,500

Working for Amersham Museum

Amersham Museum is committed to equality of opportunity and welcomes applications from all sections of the community.

The Collections Manager will be entitled to a 0.3 pro rata equivalent of 25 days' paid holiday and bank holidays. The museum operates a statutory workplace pension.

The role will be based at Amersham Museum. Hours can be worked flexibly, with the time spread over several days, to fit in with the museum and personal commitments.

The museum is committed to developing the staff team, with ongoing training and the opportunity to attend conferences and events.

Applications

Please send your CV with a letter detailing how you meet the requirements of the role to Emily Toettcher, emily@amershammuseum.org. The deadline for applications is Friday 20th August at 5pm. Interviews will take place on 2nd and 3rd September.

Role requirements

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Good degree or relevant industry experience • Evidence of continued professional development 	
Experience	<ul style="list-style-type: none"> • Working in a museum or heritage environment • Working with collections or archives • Working with volunteers 	<ul style="list-style-type: none"> • Developing exhibitions
Skills and Knowledge	<ul style="list-style-type: none"> • Good oral and written communication and skills • Understanding of the needs of artefacts and the principles of collections care • Understanding of the principles of documentation • Flexibility and ability to work independently or with a team 	<ul style="list-style-type: none"> • Understanding of expanding access to collections, particularly with the production of digital content • Understanding of a local history collection, including oral histories • Knowledge of museum accreditation as it relates to collections