

Director

Part-time, 3.5 days a week (26 hours)

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 recruiting a Museum Director to lead the growth and development of the museum. The Director will manage a part-time Learning Officer and Collections Manager and a large volunteer team, who help with all aspects of the day to day running of the museum. The museum's trustees are also actively involved. The museum is committed to an inclusive approach to all aspects of its work.

www.amershammuseum.org

Director Role Description

- To develop and deliver the forward plan for the museum
- To ensure that the museum meets all statutory policy requirements, as well as those required for accreditation
- To develop and deliver a sustainable financial plan for the museum, including sourcing funding from grants
- To manage the museum's public programme, with direct responsibility for curatorial work, including the exhibition programme
- To develop the museum's outreach offer, particularly for its identified key audiences of older, vulnerable people and non-visiting families and adults
- To ensure the efficient day to day running of the museum and the maintenance of the museum's historic building
- To manage the museum's staff team and provide leadership and guidance for the team of 125 volunteers
- To liaise with and support the Friends of Amersham Museum
- To promote the museum and maintain and develop a network of contacts in the local community and in the museum community

Salary

The salary is £26,250. The FTE is £37,500pa

Working for Amersham Museum

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

The Director will be entitled to a 0.7 pro rata equivalent of 25 days' paid holiday plus 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 22nd April. Applicants will be informed of interviews the week of 2nd May. Interviews will take place on 9th May and will include a presentation.

Contact

To discuss the role further, please contact Emily Toettcher, emily@amershammuseum.org

Role Requirements

- At least five years' experience of working in a museum, heritage site or arts setting
- Experience of managing staff or a team of volunteers
- Experience of policy writing and an understanding of museum accreditation
- Experience of setting and managing budgets and successfully applying for grant funding
- Operational experience of running a venue open to the public
- Knowledge and understanding of participatory arts practice
- Experience or knowledge of audience development, particularly with older, vulnerable people and hard to reach groups
- Experience of developing public programmes, for a range of audiences
- Curatorial experience, including the development of exhibitions
- Presentation skills, particularly presenting to groups of people