

# Collections Manager

**Part-time, 2.5 days per week (18.75 hours per week)**

**Maternity cover**

**9 month contract with possibility of extension to 12 months**

**Starting early September 2024**

**£14,850.00 pa**

The role is 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.

## 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 runs 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.

The museum has a team of four part-time staff. The Collections Manager is managed by the museum's Director. They work alongside a Learning Officer, who is responsible for running the formal learning programme and parts of the informal programme, and a Project Administrative Officer who supports all aspects of the museum's activities. 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. The museum is committed to an inclusive approach to all aspects of its work.

## 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, before a building had been identified as a location for a museum. The collection has primarily been focused on items relating to the local area and now includes around 3,000 objects (including artworks), around 2,700 documents, around 6,000 photos, over 120 oral history interviews, around 660 publications, and a reference collection of maps and books.

The collection ranges from prehistoric tools to 21<sup>st</sup> century objects. 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, although the museum is regularly offered new potential acquisitions. 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 is responsible for the day-to-day management of the collection, including accessions and cataloguing, documentation and collections care. They also manage collections development and deal with research enquiries.

Responsibilities include:

- Implementing and developing the policy and plans for collections care including environmental monitoring, packaging and storage
- Implementing and developing the policy and plans for documentation of the collection, including accessioning items on Modes, labelling and object movement
- Managing the collections volunteers
- Managing and working with research volunteers on projects
- With the support of the research volunteers, working with the Director to respond to research enquiries
- Monitoring and managing loans in and out
- Managing the digital collection and working to make the collection more accessible online
- As part of the museum's current *Creating Connections* project, working to make the collection more accessible to a wide range of users, particularly researchers and makers
- As part of the museum's current *Artists Want the Vote!* project, working with research volunteers to document more thoroughly the material in our collection relating to the suffrage movement and make links with other organisations with related material
- Writing occasional articles and social media posts about the collection
- Identifying and/or applying for funding as required
- Liaising with external contractors, including conservators, as required
- 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 £14,850 pa, the FTE is £29,700

### **Working for Amersham Museum**

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

The Collections Manager is entitled to a 0.5 pro rata equivalent of 25 days' paid holiday and bank holidays.

The role is 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 Briony Hudson, [briony.hudson@amershammuseum.org](mailto:briony.hudson@amershammuseum.org)

**The deadline for applications is Sunday 14 July 2024.**

Applicants will be informed of interviews the week of 15 July 2024.

Interviews will take place on Monday 5 August 2024.

The successful applicant will need to start in early September 2024

## Role requirements

|                             | Essential   | Desirable   |
|-----------------------------|---|---|
| <b>Education</b>            | <ul style="list-style-type: none"><li>• Good degree or relevant industry experience</li><li>• Evidence of continued professional development</li></ul>  |   |
| <b>Experience</b>           | <ul style="list-style-type: none"><li>• Working in a museum or heritage environment</li><li>• Working with collections or archives</li><li>• Working with volunteers</li></ul>  | <ul style="list-style-type: none"><li>• Adding collections material to an online platform</li></ul>   |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"><li>• Good oral and written communication and skills</li><li>• Understanding of the needs and the principles of collections care, and experience implementing them.</li><li>• Understanding of the principles of documentation, and experience implementing them.</li><li>• Flexibility and ability to work independently and with a team</li></ul> | <ul style="list-style-type: none"><li>• Using Modes to document collections</li><li>• Understanding of expanding access to collections</li><li>• Understanding of a local history collection, including oral histories</li><li>• Knowledge of museum accreditation as it relates to collections</li></ul> |



