



Post title:	Collections Director
Accountable to:	Chief Executive
Responsible for:	Collection strategic development, acquisitions and maintenance; exhibitions; external relationships; access and research; copyright and licensing considerations.
Line management:	Collections team
Supervision of:	Researchers, stakeholder partners, volunteers.

About Seven Stories, the National Centre for Children's Books:

Seven Stories is the National Centre for Children's Books and a leading cultural charity in the North East of England, founded to save, celebrate and share Britain's literary heritage for children.

We have a National Collection of original illustrations, manuscripts and correspondence that represents the growth and development of British children's literature from the 1930s to the present day.

Thousands of children and young people a year visit our museum and touring exhibitions, or participate in our outreach and online activities. Our turnover is in the region of £1.5m and we employ approximately 40 staff.

Main Purpose of role:

Part of the senior leadership team, you will work closely with the Chief Executive and other senior officers and will lead the development of Seven Stories' unique asset, the Collection, as we look to extend our local, regional and national position.

A key objective is to continue to embed the Collection at the core of Seven Stories, including our artistic and education products and offers.

You will play a key role in the strategic development of the Collection, working with the Chief Executive towards long-term goals that consolidate Seven Stories' role as the National Centre for Children's Books; maximising the potential of the Collection as a unique, valuable and significant asset for the UK's heritage and maintaining the Museum Accreditation and national styling.

You are responsible for cultivating and maintaining relationships with donors whose work is represented in the archive, managing acquisition contracts/agreements, ensuring high standards of management, care and display. You will also develop and foster relationships with future donors in line with the Collection Strategy.

You will be responsible for the performance and output of the Collection Team as well as the security of the Collection.

Key Tasks

COLLECTION DEVELOPMENT, ACQUISITIONS & STANDARDS

- a) To have lead responsibility for the development and management of the Collection.
- b) To ensure high standards of collection management and care, demonstrating compliance with Seven Stories policies, externally governed standards e.g. Museum Accreditation, designation and publishing protocols such as copyright including policy development
- c) To have lead responsibility for the development and implementation of Seven Stories' collection management and development policies.
- d) To provide expert guidance on valuation of items in the Collection
- e) To develop and implement Seven Stories' acquisition strategy to ensure the Collection is fully diverse and up to date; actively building and maintaining relationships with potential donors, acquiring and purchasing material and developing existing collections in line with the strategy.
- f) To use your knowledge of copyright and licensing to ensure the Collection can be used to support the Charity's business plan and meeting its charitable objectives
- g) To ensure that strategic development of the Collection is responsive to changing technologies, especially digital, and that this is reflected in acquisition and access strategies.
- h) To develop research and other partnerships that further collection development goals and demonstrate its value and significance for research and learning and access.
- i) To develop relationships with publishing houses and other literary organisations in order to support the growth and development of the Collection.
- j) To identify and develop financial/commercial models and funding opportunities that furthers the work of Seven Stories to manage and care for the Collection and make it widely accessible.
- k) To review Collection security and implement best practise measures, including Collection audits
- l) To monitor the arrangements for storing and accessing the Collection, ensuring there is available space for acquisitions

LEADERSHIP & MANAGEMENT

- a) To be responsible for the management and performance of the Collection Team, aligning individual and team goals with organisational expectations and objectives.
- b) To contribute at a senior level to the business plan and financial models, and work in collaboration with colleagues to develop commercial, grant or philanthropic models to secure the resources needed.
- c) To participate at a senior level in the organisation's management and governance, preparing and presenting reports for and attending meetings of Senior Management Team, the Charity and Collection Trust Boards of Trustees or their committees, stakeholders and funders, as required. Ensure collaboration and open communication between the Charity and Collection Trust.
- d) Working closely with the Chief Executive, to develop relationships with existing and potential partners nationally and internationally.
- e) To be responsible for Collection and Exhibition budgets, delegating and monitoring appropriately to ensure financial control and efficiency.
- f) To participate in forums and networks, as required, ensuring the representation of Seven Stories interests.

EXHIBITIONS AND WIDER ACCESS

- a) To lead on or support with initiatives that provide access to the Collection through exhibitions, programming, publications, digital and education / community outreach.
- b) To lead the development of the exhibition programme

- c) To define and articulate standards for excellence, quality and innovation for the display and interpretation of Collection, objects, loaned and other original material, and ensure museum accreditation is maintained
- d) Working with senior colleagues, to contribute design of accessible, innovative products and learning opportunities that are informed and inspired by the Collection.

GENERAL TASKS

- a) To ensure that equality, inclusion and diversity are at the core of your working practice.
- b) To keep abreast of trends, developments and opportunities in children's literature.
- c) To contribute towards our environmental strategies, ensuring sustainability goals are reflected in every aspect of our work.
- d) To contribute to the fulfilment of our business continuity strategy, taking part on disaster planning, training and implementation as appropriate.
- e) To ensure high standards of protection for children and vulnerable adults are applied to all learning activities, in accordance with Seven Stories' policy and statutory requirements.
- f) To ensure adherence to health and safety legislation and to the procedures, policies and values of Seven Stories.
- g) To participate in training and staff development initiatives as appropriate.
- h) To represent Seven Stories and its work to outside bodies and the media as required.
- i) Undertake any other duties as may reasonably be required.