

Collections Manager

Reports to: Senior Leadership Team

Contract: Permanent

Terms and conditions

Salary: £33,000 per annum pro rata

Holidays: 25 days per annum plus bank holidays

Hours: Part time, 4 days per week

Overview

An exciting role to lead the development and implementation of the National Centre for Children's Books collection information and care policies and procedures and support the effective management, care and rationalisation of museum and archive collections across Seven Stories.

Job Description

1. To lead, manage and develop the Seven Stories collections systems, processes and policies, ensuring the objectives of Seven Stories and its stakeholders are delivered.
2. To work with colleagues to facilitate increased digital access to collections and information.
3. To provide advice and guidance to managers in respect of collections management and collections care, including interpreting legislation, government policy, national and regional best practice, and contributing to the development of policy and practice.
4. To develop and maintain positive and collaborative relationships with other teams across Seven Stories and relevant other stakeholders.
5. To facilitate use of the Collection in
 - Learning and Community work, by liaising with colleagues and facilitating school and public visits.
 - exhibitions, by supporting development as required, and providing practical support when needed, for example during exhibition installations.
 - Programme by liaising with colleagues during planning stages
6. To facilitate the delivery of collections development work and compliance with relevant systems through co-ordinating colleagues and implementing effective monitoring, evaluation, reporting and escalation processes.
7. Research, prepare, develop and implement collections strategies, plans and policies (including acquisitions, collections care (remedial and preventive), loans and disposal) to

support Seven Stories maintain their accreditation status in respect of collections care and management.

8. Management of relevant staff to ensure conservation and documentation resources deployed effectively
9. To lead and contribute to funding applications.
10. To manage income and expenditure, and other resources, in accordance with Seven Stories policy and practice.
11. Day to day management of staff and volunteers.
12. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Organisations policies and procedures.
13. To promote and implement the Organisations Equality Policy in all aspects of employment and service delivery.

Knowledge and experience

Essential

- Experience in a museum or gallery environment, working on the practical realisation of exhibitions.
- Knowledge of museum practice related to object management, condition reporting, loans and transport.
- Organisational, time management and prioritisation skills, with the ability to maintain a flexible approach when working under pressure.
- Good numeracy, literacy and administrative skills, including understanding of financial procedures and budget management.
- Proficiency in a range of commonly used office software, notably MS Word, Excel and Outlook.
- Interpersonal and communication skills - working collaboratively in teams with colleagues at all levels across an organisation and with external stakeholders.
- Problem solving and positive attitude.
- Desirable
- Experience of promotion or marketing.
- A degree in history of art, design or museum studies.
- Knowledge of editorial and proofing processes.
- Experience of coordinating touring exhibitions.
- Knowledge of the international museum sector.

Application process

To apply please email a covering letter which addresses the criteria as set out in the person specification, CV and Applicant Information Form to jobs@sevenstories.org.uk

Closing date for applications: 9am on 15th April, Interviews: w/c 27th April

Due to the high volume of applications the charity receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the

closing date then you can assume that you have not been successful on this occasion. The charity pro-actively seeks to collaborate with institutional partners, individuals and networks to realise its commitment to build a culturally diverse workforce. We positively encourage applications from underrepresented groups and consider candidates who are suitably qualified and eligible regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.