



THE WHITAKER
MUSEUM & ART GALLERY

Collections Curator Job Description

SERVICE AREA	The Whitaker Museum and Art Gallery.
RESPONSIBLE TO	Management Team
RESPONSIBLE FOR	Collections Volunteers
SALARY	£25,462.50 per annum pro rata, plus pension contribution
HOURS	3 days per week (including regular weekend cover)
ANNUAL LEAVE	25 days holiday per annum pro rata, plus bank holidays (currently 8 per year).



Background

The Whitaker is a forward-facing museum and art gallery that aims to foster inclusive, vibrant communities that thrive within our natural environment. We have recently undertaken a re-development of interpretation with a focus on the United Nations Sustainable Development Goals, connecting people, heritage and ideas with the past, the present and the future.

We are working to strengthen people's rights and entitlements in terms of cultural access, education and participation in the life of the community. We are concerned with the sustainability of communities, the environment, local industries and the economy. We draw on history and heritage, to help imagine, design and begin to create the Valley we want for people and nature.

This is a really exciting time to join The Whitaker after our major expansion following a significant Heritage Lottery Fund investment that has seen our space double in size and the opening up of a new wing to the Museum and Gallery in 2021. We have also just been awarded National Portfolio Organisation status and funding for 2023 – 2026 from Arts Council England. This will enable significant work around displaying and engagement work with the collection, which includes a fascinating mix of social history, natural history, taxidermy and artworks, mainly paintings.

We have a small dedicated team who are passionate about The Whitaker, our collections and the potential to positively impact on the lives of our visitors. This role is crucial for the ongoing development of the organisation and will work closely with all areas of the team in an inclusive and supported environment.

Job Purpose

We are seeking a colleague with museum collections experience to support The Whitaker on its next stage of development. The successful candidate will play a pivotal role in enabling The Whitaker to deliver its ambitions, by:

- leading on the care and development of The Whitaker collection in line with accreditation standards.

- maximising opportunities to use the collection going forward.
- maintaining an accurate digital collections catalogue (Modes) and an organised collections store to enable ease of use/access for museum staff, volunteers and visitors, including providing training to navigate these systems.

Key Tasks:

- Documenting and cataloguing the collection using appropriate systems for example Modes
- Ensure the collection is well maintained, cared for to a professional standard, and available for use
- Lead on collection based partnerships
- Oversee assessment of the collections - auditing and identifying areas of potential risk, damage, or need for conservation work.
- Prepare regular temporary displays and exhibitions of the collection.
- Support artists in working with the collection and use of the collection within our contemporary art programme
- Contribute to development of using the collections as a tool
- Development of a collections plan
- Lead on ensuring all in place to maintain museum accreditation
- Support the Volunteer Coordinator in training volunteers to enrich volunteer experience with collections care & documentation experience. and enable understanding of the collection to share with our visitors
- To support wider activities and projects at the Whitaker Museum when appropriate.
- Engage in continued professional development & undertake any training as required.
- All members of the team must also carry out regular Duty Manager role, taking responsibility for opening and closing the museum, briefing volunteers and dealing with day to day queries and issues that may arise.

Person Specification:

Qualifications:

Educated to degree level or equivalent in a relevant museum/arts subject.

Experience:

Demonstrable experience of working in a museum or heritage organisation

Experience of using Collections Management systems, including Collections Management databases

Experience of volunteer training/supervision

Enthusiasm for and ability in preparing high quality displays and exhibitions of collections, and an interest in working with artists.

Skills and Knowledge:

Excellent written and communication skills

Adaptable and flexible to meet the demands of a small team

Understanding of requirements to maintain museum accreditation

Ability to work systematically, quickly, efficiently and accurately.

Establish and maintain effective working relationships with colleagues, stakeholders, the general public and visiting academics/artists/researchers.

Informal discussions regarding the role are welcome – please email Gaynor Seville, Creative Director of The Whitaker, gaynor@thewhitaker.org to arrange a time to discuss the role.

Closing date: 5pm Friday 27th January

Interview date: Wednesday 8th February at the Museum.

Application: by CV and a covering letter (2 pages A4 max). The covering letter should indicate why you are interested in applying for the role and how you meet the role requirements outlined above.

To apply: please email your CV and covering letter to **Emily Cryer** at emily.cryer@rltrust.co.uk

