



**Role Profile for the post of  
Curator**

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**REPORTING TO:** Museum Manager

**LOCATION:** British Schools Museum, Hitchin

**ROLE:** 37.5 hours per week, flexible- may include working occasional evenings, weekends and Bank Holidays.

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**CONTEXT:**

This is an operational role and will have both administration and hand-on duties.

This role is required to work with children and/or vulnerable adults on a regular basis and any offer of employment or volunteering is subject to receipt of a satisfactory Enhanced DBS check.

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**ROLE SUMMARY:**

To maintain, develop and be accountable for the museum's accreditation status.

To effectively manage and maintain the collections and displays.

To design, manage and install exhibitions.

To lead, motivate and develop the team of volunteers.

To actively promote the museum and its services through talks, exhibitions and learning activities

However, occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the museum.

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## **KEY RESULT AREAS:**

The post holder shall:

- Ensure that policies, procedures and accreditation documentation is kept current and relevant.
- Coordinate the team of volunteers, in conservation and cataloguing of the collections.
- Ensure a cohesive approach to all aspects of the museum's service delivery as part of the management team.
- Maintain high standards of collections care.
- Manage all aspects of exhibitions- design and delivery- to include budgets.
- Proactively promote and market our collections, exhibitions and events through posters, leaflets, website, social media and direct contact.
- Liaise with and develop partnerships within the Hertfordshire Association of Museums network, local heritage, academic establishments and other community groups.
- Be responsible for the health and safety of themselves and of those engaged in activities relating to the collections and their conservation.
- Deal with enquiries from researchers and the public.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to Hitchin British Schools Trust Instructions, including Working with Young People and our Values and Behaviours.

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## **ACCOUNTABILITIES OF THE ROLE:**

The post holder will be responsible for meeting targets set by the manager for increasing the number of schools accessing the museum through outreach and visits.

The post holder will be accountable for maintaining the museum's accreditation status.

The post holder will coordinate a team of volunteers relating to the collections and their management.

The post holder is directly responsible for the collection and exhibition budgets.

**Internal links:** British Schools Museum staff, collections volunteers

**External links:** museum networks, university partnerships, all other relevant businesses/service providers

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## **KNOWLEDGE, SKILLS AND EXPERIENCE:**

### **KNOWLEDGE:**

- Educated to degree level or with relevant experience
- Knowledge of accreditation requirements.

- Excellent knowledge of collections management and conservation.

**SKILLS:**

- Excellent oral communication and presentation skills with the ability to engage with diverse audiences and learners
- Self-motivated
- Excellent organisation, planning and time management skills with demonstrable ability to meet deadlines
- Ability to work flexibly within a team of staff and volunteers with excellent interpersonal skills
- Good IT skills (Outlook, Word, Excel, Publisher and PowerPoint)
- Innovative and able to use initiative
- Able to learn quickly and respond positively to the demands of the job

**EXPERIENCE:**

- Experience of working in a curatorial role.
- Experience of exhibition design and delivery.
- Experience of working to accreditation standards.
- Experience of cataloguing, documenting and managing collections.
- Experience of developing policies and emergency plans relating to collections.
- Experience of managing/working with teams of volunteers.
- Able to demonstrate practical experience of dealing with telephone enquiries.
- Demonstrable commitment to continuous professional development.
- Experience of promotion/sales.