**SEFTON MBC / Communities Department**

Job description Principal Manager, Museum & Galleries

**Grade:** K

**Hours:**  36 hours per week

**Location:** The Atkinson, Southport

**Post No:** POSN004740

**Job Evaluation Number:** A5145

**Responsible To:** Locality Team Manager

**Responsible For:** Exhibitions & Learning Officer, Collections Development Officer, Marketing Manager, Volunteer & Skills Officer, Centre Administrator

**JOB PURPOSE**

1. Determine the strategic planning and development of The Atkinson’s arts, heritage and cultural learning programmes as a regional centre of excellence for arts and culture
2. Safeguard the borough’s heritage assets, particularly the collections of fine and decorative art, Egyptology, natural and social history
3. Act as the designated museum professional for The Atkinson and to maintain Accredited status for the service
4. To be an advocate and champion for the development of Sefton’s fine art, heritage collections, displays, exhibitions, learning and engagement
5. Develop and deliver The Atkinson’s vision and targets for audience development, community engagement and lifelong learning through arts and heritage
6. Proactively seek funding opportunities to benefit the Atkinson and be the lead officer in developing and delivering such initiatives
7. Act as a member of the Atkinson’s Senior Management Team, contributing to the Council’s operating standards and reporting requirements

**MAIN DUTIES**

1. Determine the development of the museum and gallery exhibition programmes, particularly in developing regional, national and international partnerships
2. Manage the effective and efficient dispersal of all budgets assigned to the museum and gallery collections and programmes
3. Take a leading role in The Atkinson’s fundraising strategy: identifying and pursuing opportunities to generate income from public and private sources and individuals
4. Comply fully with Arts Council Accreditation Standard
5. Maintain the security, conservation, display and documentation of the Council’s permanent collections and of incoming loans of art, social and historic artefacts borrowed from other institutions and private collectors
6. Develop and deliver partnerships with community and business representatives, education providers and independent and third sector agencies
7. Contribute to the production, analysis, and monitoring of information on performance indicators and other relevant measures. Establish metrics and performance indicators to create a culture of continuous improvement and to ensure that financial and service delivery targets are being met
8. Lead the development of operational support for the museum and gallery, its environment and security
9. Support and attend exhibitions, festivals and special events in order to evaluate and improve service delivery
10. Maintain professional awareness and personal development for self and others, as appropriate
11. Use appropriate ICT systems for booking and management, to include the use of Agresso and I Want Finance for financial routines and monitoring.
12. Contribute to The Council’s environmental policies including recycling, energy and water consumption, transport and collaborative procurement
13. Promote Equality Diversity and Inclusion through cultural engagement and dedicated curatorial exhibitions
14. Act as the ‘ex officio’ lead officer trustee in liaison with the Atkinson Development Trust
15. Maintain professional awareness and personal development for self and others, as appropriate.
16. Participate in conferences, reviews, meetings, and other forums as required
17. Engage within the development of the service and Continuing Professional Development through PDR, team training, service meetings and council events

**SPECIAL CONDITIONS**

1. The Atkinson will be open to the public on some evenings and at weekends. Therefore, its staff will be required to work at these times when it is necessary to meet the needs of the service
2. Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information
3. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change
4. A willingness to travel both in this country and abroad including overnight stays away from home when necessary

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

### The post holder must ensure that confidentiality of all information is maintained and that working practices comply with the provision of the Data Protection Act 1998 and General Data Protection Regulations (May 2018).

The post is customer-facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

**Date:** December 2024

**Designation:** Localities Team Manager

**Person specification: Principal Manager, Museum & Galleries**

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| **Personal Attributes Required** | **Essential (E) or** **Desirable (D)** | **Method of Assessment** |
| **Qualifications**   1. Literate and numerate 2. A degree or equivalent qualification in a relevant area of study or discipline 3. A professional qualification related to the management of museums and galleries 4. Computer qualification e.g. ECDL, CLAIT | E  E  E  D | AF I  AF C  AF C  AF C |
| **Experience**   1. Working at a senior level in a culture and heritage organisation, including staff management 2. Large scale project management and partnership working at organisational and strategic level 3. Successful fund-raising at a significant level 4. Managing operational delivery within a complex building, cultural or heritage environment 5. Working in a museum or gallery environment with responsibility for all aspects of the service’s budget. 6. Working in an operational or facilities management capacity within a culture or heritage environment 7. Balancing conflicting demands and working to deadlines with limited resource 8. Risk management in a cultural or heritage setting, including business continuity and disaster recovery 9. Managing change for self and others | E  E  E  E  E  E  E  E  E | AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I |
| **Knowledge / Skills / Abilities**   1. Excellent leadership and staff management skills, particularly team building and driving organisational change 2. Excellent project management skills demonstrating the ability to work under pressure and analyse and prioritise information 3. Ability to work efficiently on own initiative, prioritising workload without direction to ensure objectives are met to agreed timescales, and all performances, events and activities run smoothly 4. Thorough knowledge of environmental control within a museum context 5. A practical knowledge of the statutory subsidised arts and culture funding system, together with an understanding of government policies, public sector initiatives and commissioning/funding opportunities. 6. Thorough knowledge (and a track record) of fundraising from the public sector, trusts and individuals. 7. Excellent communication skills, written and oral including writing and presenting funding applications, reports and papers on complex issues 8. Consultation and negotiation skills in a range of contexts to develop powerful strategic partnerships 9. A thorough knowledge of the history of art including current practice in contemporary art 10. A practical knowledge of computerised administration systems including those dedicated to museum collections management 11. A comprehensive, practical understanding of the Arts Council’s Accreditation scheme 12. A sound understanding of audience development and community engagement practices 13. Understanding of, and commitment to, equal opportunities 14. An enthusiastic and outgoing personality with good interpersonal skills | E  E  E  E  E  E  E  E  E  E  E  E  E  E | AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I |

**AF = Application Form**

**I = Interview**

**C = Certification**