

Job Description

Job Title	Interim Head of Museum
Organisation	Avoncroft Museum of Historic Buildings
Location	Avoncroft Museum, Stoke Heath, Bromsgrove, Worcestershire, B60 4JR
Type	12 months fixed term, full-time, 37 hours per week
Rates of pay	In the range of £35K to £40K per annum
Reports to	Museum's Board of Trustees
Direct Reports	Acting Deputy Director (Head of Collections and Interpretation) Director's Assistant & Personnel Manager Senior Finance Officer
Job Ref	IHM20

Background

Avoncroft Museum of Historic Buildings (including the National Telephone Kiosk Collection) is looking for an interim Head of Museum, for 12 months. The Museum is facing a period of renewal and the Board are seeking a hands-on Manager to run the day to day activities of the Museum, whilst a long-term strategy is redeveloped. This Interim Head will be supported by staff who have experience in running a museum of historic buildings, so this post holder needs skills focused on staff and volunteer management, as well as budget compliance and maintaining an excellent visitor experience.

The Museum has recently suffered poor financial performance, so a key short-term focus will be on delivering the short-term recovery plan. However, the visitor experience is good and the Museum continues to score highly on TripAdvisor (visitor numbers = average of 41,640 visits per annum from 2013-18). Staff and volunteers are loyal and enthusiastic, but they are understandably concerned about the Museum's future and need a great communicator to help lead them through the recovery plan. (There are 16 salaried staff = 10.3 full time, approximately a further 30 casual workers and over 100 volunteers.)

To lead the Museum during this difficult time, we need someone with leadership skills and senior level operational experience, particularly in business and finance, with demonstrable empathy for heritage.

Job Purpose

- Establish financial stability by ensuring all activities are within the parameters set by the recovery plan.
 - Ensure financial performance by closely monitoring budgets, adapting plans as necessary and where possible helping attract funding.
- Run the Museum efficiently and safely.
 - Responsible for overall performance of the Museum, ensuring delivery of the Museum's services.
- Work with the Trustee Board to deliver the Recovery Plan

Key Responsibilities and Duties

Finance

- Work actively towards achieving the 2020 budget, monitoring staff, reporting on whether targets are being met, proposing revisions where necessary.
- Manage the Museum's finances: recording performance, reporting on performance including monthly financial management accounts for both the Museum and Avoncroft Enterprises Ltd. Liaise with Museum's Hon. Treasurer and Museum's external examiners re independent examination, financial procedures, annual accounts etc.
- Exercise effective budgetary control: prepare and monitor budgets, cashflow, income and expenditure, working with Senior Finance Officer and Hon. Treasurer.
- Generate commercial income through shop, tea room, courses, events and hires.
- Assist with fundraising and grant applications
- Keep good records to allow the Museum to offer returns detailing where the NLHF resilience grant and other Grant income has been used.

Operations - services

- Provide leadership to public facing aspects of the Museum and relevant staff teams.
- Ensure good management of the Museum site, making sure the attraction is opened safely and that visitor satisfaction is high.
- Raise visitor numbers through a variety of methods, including a) effective marketing and b) activities and events programmes
- Develop the full potential for use of the Museum's exhibits and grounds for events and activities, so as to increase the number of general public and school visits and the use of New Guesten Hall.
- Manage the Museum's commercial leases.

People Management

- Lead and manage the staff and volunteers, ensuring good communication and working to raise morale. Ensure that all employees are set achievable targets and have their performance assessed at appraisal.
- Ensure that the Museum observes all relevant legislation regarding employment and its obligations to visitors, suppliers, the local community and the environment.
- Ensures the Museum and its trading company meet compliance standards across employee training, trading and licensed operations, public access, and building maintenance. Responsible for overseeing the maintenance of all Health and Safety records.

Governance

- Ensure that papers are prepared for the Council (Trustees).
- Support the Working Group and any consultants they employ to develop future plans.

Other duties

- Promote the Museum, its facilities and its charitable activities through all relationships with the public, suppliers, customers and to outside bodies and in all other forums.

- To act as the designated premises supervisor for the Museum's regulated activities, including sale of alcohol
- Act as Weekend Manager at the Museum and a Senior Manager on-call, as scheduled

Working Conditions

- Owing to the Museum's activities, it does not operate on fixed office hours, therefore working weekends, evenings and Bank Holidays may be required