

Job Description

Job Title	Heritage, Collections and Interpretation Manager
Organisation	Avoncroft Museum of Historic Buildings
Location	Avoncroft Museum, Stoke Heath, Bromsgrove, Worcestershire, B60 4JR
Type	Full-time, permanent post
Rates of pay	£27,000 - £30,000 per annum
Reports to	Director
Responsible for	<ol style="list-style-type: none"> 1. Safely conserving, maintaining and presenting the Museum's heritage assets including historic structures, portable collections and associated information. 2. Developing of key narratives through research and interpretation to meet the Museum's core purpose and support operational, commercial and public activities. 3. Contributing to Senior Management Team (SMT) plans for a viable, long-term museum business. 4. Managing and developing teams of staff, contractors and volunteers to deliver targets and services.
Work pattern	<ul style="list-style-type: none"> • Act as duty manager when the site is open on a rota basis with colleagues • This post will require weekend working and occasional early morning and evening working to cover special events. • Regular working pattern negotiable.

Job Purpose

As part of the Museum's senior management team, and in the context of a) an agreed recovery plan and b) the Museum's 20-year Vision:

- To drive the heritage direction and standards of the Museum.
- To ensure that all the Museum's heritage assets are well conserved, maintained, safe, fit for purpose, and presented in a manner that will enhance visitor experience and the reputation of the Museum.
- To ensure that all information associated with the Museum's heritage assets is accurate, up to date, accessible and available for public benefit.

Key tasks	
Strategy	Actively contribute to a recovery plan for the Museum, taking into account the 20-year vision.
	The Museum's focus is on delivering an excellent visitor experience and income generation. All staff are expected to be actively engaged in both planning and delivering them.
	Develop and deliver key narratives to meet the Museum's core purpose
	Develop and deliver a conservation management plan for the Museum

	Set strategy for acquisitions, care, documentation and interpretation of both built and portable collections, and monitor the collections policy.
Our People	Recruit and manage paid staff, volunteers and contractors to deliver Recovery Plan and 20 Year Vision following the Museum's procedures and policies.
	Work and collaborate closely with the Senior Management Team as a whole, providing clear and consistent leadership to staff and volunteers.
	Recruit and provide leadership to volunteers, including training them in professional museum activities relating to heritage assets
	Ensure excellent communication across the Museum's staff and volunteer teams, monitoring overall performance and the progress of projects.
	Carry out regular goal-setting and appraisals for your staff team.
Finance	Responsible for developing and managing a dedicated budget (both operational and capital) within business plan constraints.
	Act as budget holder for areas of responsibility, controlling expenditure, monitoring income, and complying with in-house financial systems.
	Negotiate best value contracts and manage relationships with external providers to ensure ongoing best value, quality and compliance.
	Lead on funding bids to enable conservation, interpretation and public engagement through education and research ensuring that all grants are spent in accordance with conditions, expenditure is monitored, recorded and reported to funders.
Heritage assets	Historic structures: develop (in consultation with the SMT) a conservation and maintenance management plan, prioritising key repairs and major works.
	Maintain a safe and healthy physical environment for staff and volunteers interacting with the public in historic properties.
	Collections: ensure that portable collections (both museum and archives) are documented, stored and interpreted to professional standards.
	Monitor, and improve where necessary, storage of and access to museum accessioned items.
Heritage narratives	Develop and deliver a site-wide interpretation plan to contribute to the 20 year vision. This must include on site and online, and reach an increasing variety of audiences.
	Develop and manage research teams, partnerships and links with academic institutions to build the museum's reputation as a centre of expertise in vernacular buildings and their role in Midlands social and industrial history.
	With the Estates Manager, research, design and enable the creation of historic gardens appropriate to individual exhibits.
	With the Commercial Manager, develop a programme of in-person and on-line education activities for both schools and adult learners.
Compliance	Ensure that all relevant Health and Safety standards and compliance systems are met including Museum Accreditation, Listed Buildings, Safe Systems of Work.
Administration	Ensure timely delivery of regular SMT reports to Council of Management and Enterprises Board.
	Negotiate and manage key contracts
	All staff are expected to undertake their own clerical and financial administration, working collaboratively and co-operatively and fully complying with in-house systems.
	Act as a Duty Manager at the Museum on a rota basis.
	Undertake front of house roles when emergency cover is required.
	All staff are expected to answer enquiries by phone, online and face to face.
External Relationships	Maintain active positive relationships with the museum's architects, surveyors, external statutory consultees and local community representatives.

Person Specification – Heritage, Collections and Interpretation Manager

CATEGORY	ESSENTIAL	DESIRABLE
Education and qualifications	<ul style="list-style-type: none"> Degree level or equivalent professional qualification in relevant field (e.g. Museums, conservation architecture etc) 	<ul style="list-style-type: none"> Additional qualifications in a relevant field (buildings maintenance, business or charity management)
Experience (paid or voluntary)	<ul style="list-style-type: none"> Proven experience in planning, prioritising and delivering programmes of development, repair and maintenance of historic assets Experience recruiting and performance-managing staff and/or volunteers Setting and managing budgets. Tendering for, negotiating with and managing contractors Working with architects, surveyors, planners and/or heritage contractors Successful delivery of change plans 	<ul style="list-style-type: none"> Responsible for buildings in visitor-service oriented environment. Successful bid for public or charitable grants and donations Active engagement in social / industrial history or vernacular architecture studies
Skills and knowledge (these should be evidenced)	<ul style="list-style-type: none"> Active interest in public access to built heritage Proven management skills, happy and able to work as part of a small management and delivery team Excellent communication and ability to work collaboratively as a flexible team player Knowledge of relevant Health and Safety, Safe Systems of Work, COSHH and conservation standards and regulations. Experience in using integrated IT systems Competent in Microsoft Office programmes 	<ul style="list-style-type: none"> Project Management Visitor engagement and interpretation Managing research projects
Other particular requirements of the job	<ul style="list-style-type: none"> Flexibility with hours as required by business needs. Access to own transport. While the Museum is on a bus route the services are not adequate to cover after-hours or call-out duties. Meet eligibility requirements (below) 	<ul style="list-style-type: none"> Within 6 months you should live within 40 minutes' drive time. (potential key holder responsibilities)