

# LISKEARD TOWN COUNCIL

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Mr S Vinson  
Town Clerk  
3/5 West Street  
Liskeard  
PL14 6BW

4 February 2015

Dear Councillor

You are summoned to attend an extraordinary meeting of the MUSEUM MANAGEMENT COMMITTEE which will be held in the Council Chamber at **6.45** pm on Tuesday 10 February 2015.

Yours faithfully

Stephen Vinsom  
TOWN CLERK

The Chairman will advise those present of Housekeeping matters

Members of the public are invited to attend and take part in a public session for 15 minutes prior to the start of the meeting

## **AGENDA**

1. To receive apologies for absence
2. To agree the procedure to recruit a new curator for the Museum. Copy of a job description and person specification attached for discussion.

## **Liskeard & District Museum: Curator Post**

### **Job Description**

- Manage and develop the collections, with responsibility for acquisitions, disposals, collections care and documentation.
- Create new displays and refresh long standing displays.
- Recruit and manage the volunteer workforce.
- Arrange appropriate training for other museum workers and volunteers.
- Supervise students working in the museum.
- Develop the interest of young people in the Museum and the history of the area through activities and encouraging closer relationships with local schools.
- Organise talks and handling sessions for schools and other local interest groups.
- Develop new audiences for the Museum and embrace the growing potential of tourism.
- Publicise events and exhibitions to increase visitor numbers, using varied media.
- Manage a growing enquiry service.
- Attend meetings of the Museum Management Committee and work with the Chair of the committee on the day to day management of the museum.
- Manage the museum within the budget set by Liskeard Town Council and raise external funds to support the Museum's work.
- Prepare applications for grant funding to develop the museum's work alone or with partners.
- Work with the Tourist Information Manager to develop the shop area to raise funds for the museum.
- Work with the Town Clerk's Office to manage financial information and the maintenance and security of the Museum premises.
- Update the three year plan and manage the accreditation renewal process.
- Undertake continuing professional develop to keep abreast of developments in museum practice and policy.
- Maintain good relations and seek advice from the County Museum's Development Team and other local museums.

## Person Specification

### Essential

### Desirable

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• evidence of continued relevant professional development i</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification in a relevant subject area</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years relevant museum experience</li> <li>• Working with school and family visitors</li> <li>• Working with collections and museums documentation</li> <li>• Managing Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Using MODES software</li> <li>• Successful project management</li> </ul>
<b>Skills/ knowledge</b>	<ul style="list-style-type: none"> <li>• Good oral and written communication skills</li> <li>• Excellent IT skills</li> <li>• Familiarity with Museum Accreditation Scheme</li> <li>• Flair for creativity and display</li> <li>• Ability to undertake historical research</li> <li>• Ability to motivate others</li> </ul>	<ul style="list-style-type: none"> <li>• Historical knowledge of South East Cornwall.</li> <li>• Empathy with the needs of the public, especially young people.</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Enthusiasm with “can-do” approach</li> <li>• Flexibility</li> <li>• ability to work in a team and independently and</li> <li>• willingness to take responsibility and lead</li> <li>• willingness to take advice and embrace a culture of constant improvement</li> <li>• CRB checked or willing to be checked</li> </ul>	<ul style="list-style-type: none"> <li>• Keen to undertake training and expand knowledge, as appropriate</li> <li>• Able to respond to changing demands</li> </ul>