Liskeard Town Council – Museum Curator Details of Employment

1. The employer is **Liskeard Town Council**.

2. Job Title is **Museum Curator**

3. a) Main place of work is **Liskeard & District Museum, Pike St. Liskeard PL14 3JE**

and

   b) the employer address is
   Liskeard Town Council, 3-5 West St. Liskeard, PL14 6BW

4 Your initial salary will be at **SCP10 - SCP 19 (£14,338 - £18,376) pro rata**

5. Pay is **monthly on a regular basis**.

6. Hours of work are **18.5 per week (0.5 FTE)** to be arranged flexibly for the requirements of the museum.

7. **Leave**
   a) Entitled to **22 days holiday per annum pro rata, rising to 25 days after 5 years' service plus Public Holidays plus 2 Statutory days**

   b) **Special Leave:** Additional leave with or without pay may be granted in special circumstances at the discretion of the employing authority. This does not affect statutory rights.

8. **Sickness**
   a) In case of incapacity for work employee to inform Town Council must inform us as soon as possible. Entitlement to receive sick pay for the following periods:
   During 1st year of service 1 month's full pay and (after completing 4 months service) 2 months half pay
   During 2nd year of service 2 months full pay and 2 months half pay
   During 3rd year of service 4 months full pay and 4 months half pay
   During 4th and 5th year of service 5 months full pay and 5 months half pay
   After 5 years service 6 months full pay and 6 months half pay
   The Council may extend the period of sick pay in exceptional cases.

9. **Pension**
Employee will be entitled to join the **Cornwall Council Pension Scheme** and contributions will be deducted at source. Details of the scheme are available at…

The Town Council Office, 3/5 West Street, Liskeard, PL14 6BW

10. **Termination of Employment**
    a) **Statutory Notice requirement subject to a minimum of 1 month**

    b) The amount of notice employee is required to give is **one month**

11. a) Employment is **permanent** – subject to 10 above and to general rights of termination under the law.

12. The terms and conditions of employment conform to:
     The **National Joint Council for Local Government Services, National Agreement on Pay and Conditions of Service**

13. Post is not expected to work outside the UK.

14. a) The disciplinary rules which apply are The Council's Disciplinary Procedure.

Liskeard Town Council – Liskeard and District Museum Brief Overview

The Liskeard and District Museum is an accredited museum. It has a dual role. As with many such town based museums it details the social history of the town and community of Liskeard. It also explains and explores the direct link between the town of Liskeard and the surrounding area in which there is a wealth of geological, historic, quarrying and particularly mining interest. Indeed the wealth of mining heritage is given international recognition in the designation of the nearby Cornish Mining World Heritage Site.

Liskeard Town Council has been developing its Museum to help exploit this heritage link which is of interest to local people and visitors alike. The Museum Curator has been key to obtaining grant from various sources to cover a significant proportion of the cost of the Museum's extensive refurbishment which was successfully launched by the Lord Lieutenant of Cornwall on 16th February 2015.

The new Museum Curator would need to continue this process of working with partners, grant bodies, the Town Council and contractors to ensure that further appropriate grants are secured to carry out the projects identified in the Museum's Forward Plan. Hence this Museum Curator post will continue to actively develop the Museum and its offer to the wider community.

Liskeard & District Museum – Museum Curator: Job Description

Reports to Town Clerk and Museum Management Committee

Museum Collections

- Manage and develop the collection management system adhering to SPECTRUM guidelines with particular attention to acquisitions, disposals, collection care and documentation.
- Develop new displays and interpretation and refresh permanent displays, employing new technologies as appropriate.

Staff Management

- Recruit and manage the volunteer workforce.
- Arrange appropriate training for colleagues and volunteers.
- Supervise students on placements or work experience in the museum or any curatorial assistants that may be employed for the purpose of the museum.

Audience Development and Services

- Develop the interest of young people in the Museum and the history of the area and encouraging closer relationships with local schools.
- Organise talks and handling sessions for schools and other local interest groups.
- Manage the museum's loan box and research services.
- Develop new audiences for the Museum
- Develop strategies to attract tourists to the museum.
- Publicise events and exhibitions to increase visitor numbers,
- Use a variety of media to publicise the museum and update websites.
- Manage a growing enquiry service.

Administration and Finance

- Report to and 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 any external funds.
- Prepare applications for grant funding to develop the museum's work alone or with partners and develop revenue earning services.
- 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 finance, purchases, security and maintenance involving the museum.

Policy and Personal Development

- Update the Forward Plan and monitor progress.
- Manage the accreditation renewal process and maintain the accreditation standard.
- Undertake continuing professional develop to keep up with developments in museum practice.
- Draft and update museum policies.
- Maintain and extend links with other museums and heritage organisations.
- Consult the County Museum's Development Team the Museum Mentor and other relevant museum professionals for professional advice.

Liskeard & District Museum – Museum Curator: Person Specification

	Essential	**Desirable**
Education	• Educated to degree level • evidence of continued relevant professional development i	• Post graduate qualification in a relevant subject area
Experience	• Minimum 5 years relevant museum experience • Working with school and family visitors • Working with collections and museums documentation • Managing Volunteers	• Using MODES software • Successful project management
Skills/ knowledge	• Good oral and written communication skills • Excellent IT skills • Familiarity with Museum Accreditation Scheme • Flair for creativity and display • Ability to undertake historical research • Ability to motivate others	• Historical knowledge of South East Cornwall. • Empathy with the needs of the public, especially young people. • Knowledge of grants applicable to Museum projects in the forward plan. •
Personal characteristics	• Enthusiasm with "can-do" approach • Flexibility	• Keen to undertake training and expand knowledge, as appropriate • Able to respond to changing

		demands
	• ablility to work in a team and independently and	
	• willingness to take responsibility and lead	
	• willingness to take advice and embrace a culture of constant improvement	
	• CRB checked or willing to be checked	